Faculty Credentialing Exceptions (updated 8/12/2018)

1. All continuing and newly appointed faculty must meet credentialing guidelines as stated in the Faculty Credentialing Policy (#2035). This policy allows for exceptions under limited circumstances. Exceptions should be extremely rare in most departments.

2. To request an exception, an exception packet must be completed by the Chair/Dean and forwarded to the Office of the Provost.

The exception packet must include ALL of the following:
   a. Exception Request Form Cover Sheet
      i. If appropriate, syllabi for specific course(s) to be taught at WSU for which the exception applies.
   b. Transcript verification form
   c. Letter from Program Head communicating why the exception is requested and appropriate.
   d. Copy of the candidate’s academic transcript
   e. Copy of the candidate’s CV
   f. Verifiable documentation that supports each credential or experience worthy to be considered cause for the exception. This may require multiple documents. Verifiable expertise is typically not based exclusively on years of teaching experience.
      i. Examples of verifiable documents for faculty exceptions:
         • A letter from a source external to the program that verifies a minimum of three years in the field and outlines why and in what field the candidate is an expert.
         • Evidence of verifiable scholarly works in the field in which the exception is requested.
         • Copies of credentials relevant to the exception including expiration dates if appropriate.

The Approval Process

1. Send the complete exception packet to the Office of the Provost. (250 University Hall)
   a. The packet will be logged and reviewed to ensure all necessary materials are present.
   b. Original transcript will be taken to HR. A copy will be put with the packet.

2. The packet will be given to the appropriate program Curriculum Committee for faculty review.
   a. The committee should direct any credentialing questions to the Associate Provost Office.
   b. The committee will review to make sure the exception meets HLC criteria and University policy.
      i. Additional accreditation criteria should be considered as required on a per program basis.

3. The faculty committee will submit the packet back to the Associate Provost Office with one of the following decisions:
   i. Exception accepted and for what length of time
ii. More information needed (specify what is needed)
iii. Exception denied

4. The Associate Provost Office in conjunction with the Provost will review the faculty committee's decision and take one of the following actions.
   i. Accept the faculty committee's recommendation, or
   ii. Return to the appropriate program Curriculum Committee with the additional requested information.
   iii. Request a second opinion from a Faculty body constituted by the Faculty Senate Executive Committee. The decision of this body is the final recommendation to the Provost.

5. If approved, the exception letter and supporting documentation will be sent to HR and placed in the faculty member's confidential personnel file.
   a. An approved copy will be sent back to the originating department/college.
   b. The HR transcript sheet will reflect the approved exception.

6. In situations where a continuing faculty member's credentials no longer qualify them, the Provost Office will contact the Chair/Dean to discuss next steps.

NOTE: Exceptions may be done for a limited time and are subject to future reviews. Any exception approved prior to 8/1/2018 must reapply to comply with the most recent University policy.