

**Miami Dade College**  
**Exception to Graduate Credit for Promotion and/or**  
**Endowed Teaching Chair Approval Form**  
**Cover Page: Attach to Proposal**



Date \_\_\_\_\_ Term \_\_\_\_\_

Name of Faculty Member \_\_\_\_\_

Department/School \_\_\_\_\_ Campus \_\_\_\_\_

Exception requested for:     **Promotion**     \_\_\_\_\_

**Endowed Teaching Chair** \_\_\_\_\_

1. Name of Program/Course/Professional Activity \_\_\_\_\_

2. Date(s) of Program/Course/Professional Activity \_\_\_\_\_

3. Number of Contact Hours of Proposed Program/Course/Professional Activity \_\_\_\_\_  
\* 45 hours = 3 credits

4. Proposal: (Must include: Rationale, Intended Outcomes, Assessment of Learning Acquired, Process for Documenting and Implementing Learning Acquired, Supporting Documentation, and how completion will be evidenced)

5. Please return this form to your Faculty Dean after completion of approved professional development activity has been completed. Please attach evidence of completion.

---

---

Recommended: \_\_\_\_\_

Chairperson/Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Faculty Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
NWSA/College Dean

---

---

Certification of Completion

Faculty Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
NWSA/College Dean

cc: Department Chairperson

**Miami Dade College**  
**Guidelines for Exceptions to Graduate Credits**  
**Promotion and/or Endowed Teaching Chair**

Professional development activities that may satisfy or qualify as exceptions to the graduate credit requirement for faculty applying for promotion and/or an Endowed Teaching Chair (as stipulated in Article 7, Section 5 and Section 6 of the agreement between United Faculty of Miami Dade College the District Board of Trustees of Miami Dade College) are based on the criteria, outcomes and procedures listed below. The proposed educational/professional program must meet all of the criteria listed below, including an evaluation of the faculty member's acquired knowledge and/or skills during the proposed educational or professional program. In addition, the faculty member will provide evidence of the learning acquired by documenting and demonstrating to the College how the new knowledge and/or skills will be used or implemented in fulfilling his/her professional responsibilities.

**Criteria (Must meet all of the following)**

- A. Is consistent with the mission of the College
- B. Fulfills a College, campus or department goal
- C. Is relevant to the primary responsibilities of the faculty member as defined by the Faculty Dean
- D. Is conducted by an accredited institution, adheres to professional standards, of the academic field or is sponsored by a professionally recognized agency or association
- E. Meets the requisite academic rigor, equivalent to that of a graduate level course in terms of breadth and depth of content, preparation, and assessment, and as defined by the Faculty Dean
- F. Includes verification of completion: e.g., grades, certification of completion, publication
- G. Provides knowledge/skills which are both beyond those currently held by a faculty member and desirable to the College
- H. Totals no less than 45 contact hours, or equals a total of no less than 45 contact hours upon completion of a series/sequence of approved non-graduate credit programs in order to be equivalent to a three-credit graduate level course

**Outcomes**

- A. Improved, enhanced, or acquired currency of content knowledge and application to the learning environment (e.g., classroom, library services, advisement/student support services)
- B. Acquired subject-specific pedagogy
- C. Improved and/or enhanced instructional strategies
- D. Acquired and applied knowledge about the learner: learning styles, learning theories, etc.
- E. Acquired knowledge and skills to infuse technology into the learning environment

## **Procedures**

**No later than four weeks prior to the registration deadline, the faculty member submits a proposal for the exception to the graduate credit requirement to the Department Chairperson.**

**A response from the Faculty Dean, approving or not approving the proposal, will be made no later than two weeks prior to the registration deadline.**

### **The Proposal must include:**

1. A rationale for the course or professional activity (must address the stated criteria)
2. The intended outcomes
3. The assessment process used in the educational or professional program to evaluate the learning acquired in the program
4. The process to be used by the faculty member to document the learning acquired and to demonstrate how the new knowledge/skills will be implemented in the fulfillment of his/her professional responsibilities
5. The supporting documentation (description of program and sponsoring organization/institution, dates of program) of the non-graduate course/program or other professional activity