

Guidelines for Requesting Exception to the Miami Dade College Faculty Credentialing Statements

The Miami Dade College Faculty Credentials chart establishes the minimum qualifications for instructional personnel. All faculty teaching credit classes at the College must meet the credentialing criteria for teaching their assigned discipline.

In instances where a faculty member's academic preparation varies from the traditional credentialing criteria but the faculty member possesses relevant qualifications to the teaching assignment and contribute to effective teaching and student learning outcomes, a request for an exception may be submitted. Qualifications to be considered are:

- academic degrees
- graduate and undergraduate courses in field
- workshops and seminars in field
- on-the-job training
- certification and licensures
- professional and work experience
- continuous documented excellence in teaching
- research and publications
- performances
- presentations
- awards and recognition

Supporting documentation must be provided with the request.

The process to request an exception to the MDC Faculty Credentialing Statements is as follows:

1. The department chair initiates the process.
2. The department chair reviews the documentation submitted by the faculty member and, if deemed appropriate and justifiable, completes the Request for Exception to the Faculty Credentialing Statements form (see page 2) and forwards it to the academic dean.
3. After reviewing the request for exception, the academic dean, in consultation with the campus president, forwards the documentation and the campus recommendation to the Associate Provost for Academic Affairs, or denies the request and returns it to the department chair.
4. Approval of the request for exception to the faculty credentialing statement rests with the Associate Provost for Academic Affairs.
5. If approval is granted, a notation is included on the faculty credential form and the approved request for exception documents are kept in the faculty member's file in Human Resources.
6. If the request is denied, a notation is included on the faculty credential form and the documentation submitted is returned to the campus.

MIAMI DADE COLLEGE

**REQUEST FOR EXCEPTION TO THE FACULTY CREDENTIALING REQUIREMENTS
COMPENDIUM OF PROFESSIONAL QUALIFICATIONS, UNIQUE
EXPERIENCE AND DEMONSTRATED COMPETENCE
OF**

NAME OF PROFESSOR

TO TEACH THE FOLLOWING COURSES:

List MDC courses

Date:

- 1. POST SECONDARY EDUCATION**
 - 1.1 Academic degree/s
 - 1.2 Undergraduate courses in field
 - 1.3 Graduate courses in field
 - 1.4 Workshops and seminars in field
 - 1.5 On the job training
 - 1.6 Other
- 2. CERTIFICATION/LICENSURES**
- 3. RELEVANT PROFESSIONAL AND WORK EXPERIENCE**
[Non-instructional]
- 4. RELEVANT INSTRUCTIONAL EXPERIENCE**
- 5. RESEARCH/PUBLICATIONS**
- 6. PERFORMANCES**
- 7. PRESENTATIONS**
- 8. AWARDS & RECOGNITIONS**

Attachments: Supporting documentation

Prepared by: _____ [Dept. Chair / School Director]

Reviewed by: _____ [Academic Dean]

Approved by: _____ [Provost or designee]