

Guidelines for Requesting Exception to the Miami Dade College Faculty Credential 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 courses in 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 Credential 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 faculty dean.
3. The department chair prepares a cover memo to be submitted with the application with the following information:
 - Rationale for FCS Exception request;
 - Faculty Credential Statement (Copy from MDC Associate/Baccalaureate Credential Chart) applicable to request;
 - Brief summary of faculty member's alternate qualifications and accomplishments to merit FCS Exception.
4. After reviewing the request for exception, the faculty dean, in consultation with the campus president, forwards the documentation and the campus recommendation to the Associate Provost for Faculty Initiatives, or denies the request and returns it to the department chair.
5. The Associate Provost for Faculty Initiatives reviews the documentation and forwards it with a recommendation to the Executive Vice President and Provost who makes the final decision regarding the approval.
6. 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.
7. 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 CREDENTIAL REQUIREMENTS
COMPENDIUM OF PROFESSIONAL QUALIFICATIONS, UNIQUE EXPERIENCE
AND DEMONSTRATED COMPETENCE
OF

NAME OF PROFESSOR

Exception to Faculty Credential Statement:
(Copy and paste FCS from MDC Faculty Credential Chart)

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: _____ Department Chair

Reviewed by: _____ Faculty Dean

Approved by: _____ Executive Vice President/Provost