**Exception to Faculty Qualifications Request Form:**

All individuals teaching University of Idaho courses for college credit must meet the [Faculty Qualifications Guideline](https://www.uidaho.edu/-/media/UIdaho-Responsive/Files/provost/vp-faculty/Appointment-Letters/faculty-qualifications-guidelines.pdf?la=en&hash=4E7EEDCF04AC055E0FBD46F61FB5F2F66D84E827). This includes all hiring methods available to fill a temporary faculty role. Use this form to request approval for an exception to meeting the appropriate qualifications. Approval to hire the candidate is not guaranteed by submitting this form. Note: This form no longer needs to be submitted a second time if the candidate was previously approved to teach the same course using this form.

Directions:

1. Submit this completed form with a CV and a signed contract to the Provost Office electronically at provost@uidaho.edu, according to the submittal deadline implemented for the semester. Note, units are invited to submit this form for review in advance to submitting the signed contract if desired.
2. This form must be approved by the Vice Provost for Faculty prior to any work commencing.
3. All boxes below are mandatory, do not leave blank.

|  |  |  |  |
| --- | --- | --- | --- |
| Hiring Department: |  | Date of Request: |  |
| Hiring College: |  |
| Hiring Unit AAC: |  | Phone #: |  | Email: |  |
| Hiring Contact Person: |  | Phone #: |  | Email: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of person: |  | V number: |  | Semester requesting approval for:  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous teaching employment at UI: | Yes |  |  | No |  |  | Last date of employment  |  |

*Note, previous teaching experience or approval does not guarantee future approval.*

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| List course(s) to be taught and amount of credit for each course:  |
| Education- Explain the candidates specific educational background and how it relates to these courses:  |
| Work experience-Provide any specific work experience that is relevant to the course(s) to be taught:  |
| Exception Rationale-Explain the full rationale for the exception to the faculty qualifications guideline and how the candidate is uniquely qualified to teach the course(s):  |

**REQUESTED BY AND APPROVED BY:**

|  |  |  |
| --- | --- | --- |
| Hiring Department Chair, Head, Director |  | Date  |

**APPROVED BY:**

|  |  |  |
| --- | --- | --- |
| Vice Provost for Faculty |  | Date of Approval |

**If approval is granted:** Steps 1 through 7 of the hiring process (found on the Temporary Faculty Hiring Guideline) must be completed. The tasks must be completed on or before the first day of work AND before full system access will be granted.