

## Exception Policy on Qualifications for Faculty Instructional Faculty

Persons recommended for faculty positions (full- or part-time) at CSN are expected to be proficient in oral and written communication in English. All full-time and part-time faculty appointments in the humanities, fine arts, social/behavioral sciences, natural sciences/mathematics, and business must have completed a master's degree in the teaching discipline or a master's degree (any field) and 18 graduate credit hours in the teaching discipline.

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of academic credentials in the above disciplines.

Exceptions must be documented, and the division dean, vice president for academic affairs and College President will review the documentation and may approve such exceptions.

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(Course(s) to be taught; year and term)

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(List any relevant classes taught at CSN or other institution; years of experience)

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(Name of faculty applying for exception—please type or print, include discipline)

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(Print or Type: Division Dean)

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(Signature / Date: Division Dean)

Approve \_\_\_\_\_ Deny \_\_\_\_\_

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(Print or Type: Vice-President Academic Affairs)

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(Signature / Date: Vice-President Academic Affairs)

Approve \_\_\_\_\_ Deny \_\_\_\_\_

\*Note: Supporting documents must be submitted as well. Please send originals to Academic Partnerships.