

MEMORANDUM

DATE:

TO: Provost

FROM: Dean of

SUBJECT: Exceptions to Policy on Qualifications to Teach

I recommend that _____ be authorized to teach

This is an exception to the Policy on Qualifications and is based on the following:

Signature, Dean of College

Date

I agree _____ I disagree _____ with the above recommendation.

Signature of Reviewing Faculty Member

Date

NOTE: Should the reviewing faculty member disagree with the Dean or should no qualified reviewing faculty member exist on campus, the appeal shall be sent to the EPCC for a recommendation on the academic criteria, then to the School Personnel Committee for a recommendation on the specific faculty member. The form shall be placed in the instructor's file.

Approved _____
Provost

Date