



Requesting Exceptions to Primary Credentials

Overview

The purpose of this section is to explain how to request exceptions to primary academic teaching credentials for undergraduate and graduate teaching.

Preparing a Request to use Alternate Credentials for Teaching

To prepare for a request the instructor of record should:

- Complete Section 5 “Additional Qualification” of the Certification of Teaching Credentials form. Each category of relevant competencies and achievements should be checked off in the form. In addition, each checked item must be briefly explained in the space provided.
- Collect and present documentation of competencies and achievements that will be offered in lieu of formal academic preparation. These include but are not limited to documentation of research and publications, copies of professional licenses or certification, special training and related work experience, documented teaching excellence in the discipline, honors, awards or special recognition, and other competencies and achievements.

Alternate Credentialing Procedures

For instructors of record of undergraduate courses who are not Graduate Teaching Assistants and who do not hold at least a master’s degree and 18 graduate credit hours in the subject area taught, the following actions should be taken:

1. The instructor of record’s Certification of Teaching Credentials form with section 5 completed along with supporting documents must be submitted to the department for credentialing.
2. A decision must be made in the department to approve or not approve the exception.
3. If approved, a justification for exception form, the completed Certification of Teaching Credentials form signed by the department chair, and copies of supporting documentation must be forwarded to the dean of the college. Final approval of the exception is granted by the signature of the dean of the college on the form.
4. A copy of the Certification of Teaching Credentials form signed by the department chair and dean along with the supporting documentation must be kept in the instructor of record’s file in the teaching department. These documents must be readily available if requested by the accrediting agency.

**JUSTIFICATION FOR AN EXCEPTION TO THE USF CRITERIA
ABOUT MINIMUM ACADEMIC PREPARATION IN
THE TEACHING DISCIPLINE**

Dean _____:

On behalf of the individual named below, the Department of _____ requests that an exception be made to the criteria established by the University of South Florida for academic preparation in the teaching discipline. Specifically, an exception is requested to the requirement that a faculty member must hold a master's degree with a major in the teaching discipline, or hold at least a master's degree and have completed at least 18 graduate semester hours in the teaching discipline.

Included with this request is documentation demonstrating other demonstrated competencies and achievements that will contribute to effective teaching and student learning outcomes.

Faculty Member: _____

Course to be Taught: _____

Term: _____

Campus: _____



Department Chair or Designee

Date

Dean of the College or Designee

Date

When all signatures have been collected, a copy of this form must be returned to the department to be filed.