

Guidelines for Requesting Exceptions to Minimum Faculty Qualifications

Office of the Senior Vice President and Provost

April 2019

The Higher Learning Commission, Iowa State University's accrediting body, seeks to ensure that students have access to faculty members who are experts in the subject matter they teach and who can communicate knowledge in that subject to their students. When an institution indicates that a faculty member is qualified, it is asserting its confidence in the faculty member's content expertise along with the ability of the faculty member to help position students for success, not only in a particular class, but also in their academic program and their careers.

The following guidelines apply to all faculty members whose primary responsibility is teaching. Iowa State University is committed to effective teaching and learning and demonstrates consistent procedures and careful consideration of qualifications for all instructional faculty.

According to the *ISU Faculty Handbook* 3.1.3, each department shall have a statement of the minimum qualifications for faculty candidates. This statement of minimum qualifications must be reviewed and approved by the College. If an academic department wants to advertise a faculty position that does not meet the department's established minimum degree qualifications, the department must seek College approval prior to advertising. To seek approval, the department shall submit a request to the College dean asking for an exception to the minimum qualifications. The request must clearly indicate what experiences or special requirements may substitute for the minimum qualifications and why the exception to the minimum is justified, as shown in the following example:

Example request: *The minimum degree required to teach as a term faculty member in Engineering is a Master's degree. However, for teaching a particular design course, the department feels that someone who has a Bachelor's degree with substantial industry experience as a design engineer could provide real world knowledge that would be beneficial for students. To consider a candidate like this the department would need to specify the experience and/or other credentials required to compensate for not meeting the normal minimum of the Master's degree, for example, a Bachelor's degree with a minimum of 15 years of engineering work experience and licensure as a Professional Engineer.*

Permission to advertise at less than the department's standard minimum qualification must receive prior approval in writing by the Dean of the College (or designee).

Once a position is advertised with stated minimum qualifications, the department cannot consider candidates who do not meet those advertised minimum qualifications.