

### PART-TIME EXCEPTION APPROVAL FORM

Obtain your chair and dean's signature and fax this exception form to 5127, Faculty Administrative Services, for appropriate approvals no later than *July 19 for Fall and Dec 1 for Spring*. FAS will fax a copy to your department. A copy of this approved form must be attached to the paperwork when submitted. Any exceptions that are not approved by these dates may not be approved.

Spring	Summer	Fall <b>XX</b>	Year <u>2004</u>
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Requesting Department ART Date 1 YOUR FAX NO 1

Name of Part-time Instructor \_\_\_\_\_ Social Security No. \_\_\_\_\_

Please list current degree BFA (UT) Major Graphic Design

*Please check all that apply, list the courses being taught, and explain the reason for this exception below.\**

1. \_\_\_\_\_ The appointee will be teaching more than six credit hours. Total \_\_\_\_\_ hrs  
number
2.  SACS, "Criteria for Accreditation, 2003, p. 28, states:  
 "Faculty teaching baccalaureate (undergraduate) degree courses: must have a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline)."  
  
 Faculty teaching graduate and post-baccalaureate course work: must hold "Graduate Faculty Status" See <http://academics.memphis.edu/gradschool/gradfacproc.html>. An exception will only be approved if Graduate Faculty Status request has been submitted. Please list date below.
3. \_\_\_\_\_ The appointee will be receiving \$ \_\_\_\_\_ per credit hour (amount different than the options listed on the Employment Contract.)
4. \_\_\_\_\_ Other (specify below) Example: Their official transcript has been ordered (and the date) but not received.

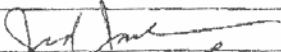
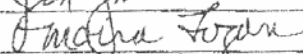

Please list Courses to be taught:

ART 3227, Electron Pre-Press Prod.

If appropriate: Graduate Faculty Status Applied for: \_\_\_\_\_ DATE \_\_\_\_\_

Reason: Please explain below. \*(If experience is used as a reason for hiring this person, please attach current vitae.)

On behalf of the Art Department I am requesting an exception approval for ( ) to teach ART 3227, Electron Pre-Press Production in the fall 2004 semester. ( ) has been a working professional in advertising for past 6 - 7 years. ( ) experience as an Art Director for the largest advertising and design firm in ( ) makes ( ) very valuable to our program in the area of pre-production knowledge that is only obtained from someone currently in the field. ( ) has been teaching this class for the Art Department for the past several years and is very valuable to the program.

Requesting Chair	Signature: 	Date: <u>7/15/04</u>
Approved by the Dean	Signature: 	Date: <u>7/9/04</u>
After above signatures, please fax this form to 5127 for approval.		
Appropriate University Official	Signature: 	Date: <u>7/27/04</u>

Revised 8/04

TN

*resumes*