

College HR Process: Requesting Alternative Credentials for Faculty	
Contact: College HR Consultant	Last Updated: 1/10/2024

Description:

All Faculty jobs are posted with a minimum education requirement. If you wish to hire someone who does not meet the minimum education requirement listed on the job posting, you will be required to submit for approval of alternative credentials.

Process:

To request to hire someone with alternative credentials, the department should complete the [Alternative Credentials for Instructors](#) form. The form should then be sent to the Associate Dean of Academic and Faculty Affairs who has the delegated authority to approve on behalf of the Dean. Academic and Faculty Affairs should then submit the form to the Provost's Office for approval. Once approval is received from the Provost's office, the department should notify the HR Consultant. The HR Consultant will send the fully signed form to UHR who will then endorse the hiring proposal.