

Request for Faculty Exception

Exceptions to the faculty qualification can be requested according to the regulation:

18VAC90-27-170. Requests for exceptions or requirements for faculty.

After full approval has been granted, a program may request board approval for exceptions to requirements of 18VAC90-27-60 for faculty as follows:

1. Initial request for exception.
 - a. The program director shall submit a request for initial exception in writing to the board for consideration **prior to the academic year** during which the nursing faculty member is scheduled to teach or whenever an unexpected vacancy has occurred.
 - b. A description of teaching assignment, curriculum vitae, and a statement of intent from the prospective faculty member to pursue the required degree shall accompany each request.
 - c. The executive director of the board shall be authorized to make the initial decision on requests for exceptions. Any appeal of that decision shall be in accordance with the provisions of the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).
2. Request for continuing exception.
 - a. Continuing exception will be based on the progress of the nursing faculty member toward meeting the degree required by this chapter **during each year** for which the exception is requested.
 - b. The program director shall submit the request for continuing exception in writing **prior to the next academic year** during which the nursing faculty member is scheduled to teach.
 - c. A list of courses required for the degree being pursued and college transcripts showing successful completion of a minimum of two of the courses during the past academic year shall accompany each request.
 - d. Any request for continuing exception shall be considered by the committee, which shall make a recommendation to the board.

https://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm#reg

For each individual request for initial faculty exception (first time requested) submit the following:

- **Written request from the program director**
- **Faculty members current CV**
- **Statement of intent from the faculty member to obtain the required degree**
- **Description of the teaching assignment**
- **Completed Faculty Exception Request Form (attached)**

For each individual request for continued faculty exception (each subsequent academic year after an approved initial exception) submit the following:

- **Written request from the program director**
- **Plan of study, course requirements for graduate program in which the faculty member is enrolled**
- **Copy of college transcript showing successful completion of a minimum of two of the required courses in the past academic year**
- **Completed Faculty Exception Request Form (attached)**

Request for Faculty Exception

Submit all faculty exception requests prior to the academic year faculty will be assigned to teach (clinical and/ or classroom) or emergency request as needed via email to:

jacquelyn.wilmoth@dhp.virginia.gov

In addition, please also send a hard copy of the request via postal mail to:

Jacquelyn Wilmoth, RN, MSN
Nursing Education Program Manager
Virginia Board of Nursing
Perimeter Center 99960 Mayland Drive, Suite 300
Henrico Va 23233

Request for Faculty Exception

Faculty Exception Request Form:

Program Code		Date:	
Name of Program			
Type of Faculty Request	<input type="checkbox"/> Initial <input type="checkbox"/> Continued	Type of Program	<input type="checkbox"/> Bachelors <input type="checkbox"/> Associates <input type="checkbox"/> PN

Name of Faculty			
License State/Number		Expiration date	
Current Degree:	<input type="checkbox"/> Bachelors in Nursing <input type="checkbox"/> Other : _____ <input type="checkbox"/> Bachelors in _____		
Clinical Experience	<input type="checkbox"/> > 2 years <input type="checkbox"/> other: _____		
Name and Location of Graduate Program Enrolled		Expected Graduation Date:	

Description of Teaching Assignment:
Nursing experiences demonstrating qualifications for teaching assignment:

Composition of current program faculty, include classroom and clinical			
Highest degree of education in nursing	Full time	Part time or adjunct	Total
Doctoral			
Masters			
Baccalaureate			
Associate degree			
Diploma			
Total			