

EQUIVALENCY REQUEST – GUIDELINE A3

Name:	
Position Applying For:	
Discipline in Which Requesting Equivalency:	
Minimum Qualifications:	
Equivalency Guideline:	A3: Candidate does not hold a master’s degree, but has a bachelor’s degree in the discipline and five years of full-time or full-time equivalent of discipline-specific experience in higher education teaching, research and/or publication, or professional work experience in the field.

My educational background includes the following: a ___ degree from ____; and/or a ___ degree from _____. I am applying for equivalency under guideline A3. The table below shows relevant professional experience I would like considered toward my equivalency.

Employer / Organization	Position Title	Dates (MM/YYYY–MM/YYYY)	Full or Part time?	Hours per week	Months per year	Primary Responsibilities	For Discipline expert: related? Y/N	
							Yes	No

*{Note **to candidate**: You must also provide document(s) verifying employment from previous employer's human resources or payroll department(s); if self-employed, you must provide a notarized document listing experience.*

If you'd like, you can add any other information here about your education and/or experience that you would like the committee to know about, but it's not required.}

Thank you for considering my request for equivalency. Please contact me should you need any additional information or clarification.

Respectfully,
 Name
 Email Address
 Phone Number

For Department Chair (and Discipline Expert if applicable)

I have reviewed the professional/occupational experience listed above and confirm that the experience identified by the applicant is discipline-related and relevant to the minimum qualifications for this discipline.

Comments (optional)
or can also attach a
separate letter of support:

Name of Department
Chair:

Date:

Signature:

Name of Discipline
Expert (if applicable):

Date:

Signature: