

**JUSTIFICATION FOR THE EMPLOYMENT OF A CANDIDATE WITH  
EXPERIENCE/EXPERTISE IN LIEU OF DEGREE REQUIREMENTS**

Name of Prospective Employee: \_\_\_\_\_

The above name prospective employee does not possess the formal education specified in the minimum educational qualifications for the position posted as Personnel Bulletin FY \_\_\_\_\_ - \_\_\_\_\_

The following is a description of the experience/expertise, verified and accepted by the hiring unit and justifies the hiring of this applicant.

Experience/Expertise:

\*\*\* Must attach resume and Applicant Data Request form (found in Hiring Forms Packet)

If appropriate, attach and support documentation to the above justification such as transcript/certification/diploma.

Signature of Chairperson/Coordinator/Unit Head: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dean or Director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Vice Chancellor: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**This justification is valid for:**

\_\_\_\_\_ This one time only

\_\_\_\_\_ Indefinitely, with the following restrictions

\_\_\_\_\_ Indefinitely, with no restrictions

**RESTRICTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office of Equal Opportunity, Access and Title IX Coordination:** \_\_\_\_\_