# Assignment of Temporary Permission to teach Graduate Level Courses

The Department Chair nominates a (part time or full time) faculty member for Temporary (one semester to one academic year) Graduate Faculty Status by completing the instructions in the "Request for Non-Graduate Faculty to Teach Graduate Courses" form and submitting that form and supporting documents to her or his College Dean.

The College Dean adds her/his recommendation to the nomination and forwards the form and documents to Academic Affairs.

In the event that the College Dean does not agree with the Department Chair's nomination, they will discuss the matter. The College Dean has the right not to forward names she/he does not judge to be appropriate.

The Graduate Dean determines whether the nominee is appropriately assigned Temporary Graduate Faculty Status. This determination is made on two criteria: (1) does the nominee meet SACS credentialing requirements, and (2) do the nominee's supporting documents evidence that she/he is prepared to offer the course(s) at issue?

If the Graduate Dean's determination is positive, she/he signs the Form and a copy is sent back to the college.

If the Graduate Dean's determination is negative, she/he marks "disapproved" and a copy of the Form is sent back to the college.

If the College Dean wishes to challenge a negative decision, the Graduate Dean will review the nomination. If the challenge is not supported, the College Dean may appeal the Graduate Dean's decision to the Provost and Vice President for Academic Affairs.

**REQUEST FOR NON-GRADUATE FACULTY**
**TO TEACH GRADUATE COURSES**

**NOMINATION:**

1. Candidate's name:
2. Current faculty rank:
3. Department/College recommending:
4. Graduate program recommending:
5. Graduate degree(s) earned, where earned, and discipline:
6. Term and graduate course(s) the candidate will be teaching:
7. Usual terminal degree(s) required to teach in this discipline:
8. If the proposed faculty member does not have the usual terminal degree required to teach this course, please append a copy of the *Part-Time Faculty Statement of Support and Documented Justification*, which lists the exceptional credentials or experiences that the candidate possesses that would qualify her/him for appointment to teach the course. This is the form you will be submitting to the Provost's Office for review by the Associate Vice President for Academic Affairs. (Please note that a request to approve non-graduate faculty without a terminal degree cannot be considered before review by the Associate Vice President for Academic Affairs.)
9. What are the exceptional circumstances that necessitate the candidate teaching graduate courses?
10. How often have these circumstances arisen in the last two years?
11. Do you anticipate the circumstances recurring within the next year? Explain:
12. How many times has this candidate received exceptional status?

**CERTIFICATION:**

The undersigned certify that they have reviewed the credentials of the nominee and concur that the justification cited on the attached form are accurate.
Please attach a copy of the candidate's CV. If hired as a part-time faculty member, please attach a copy of the candidate's contract.

Nominators: _____ _____ _____ _____
Dept / Unit Chair Date Dean Date

**COUNCIL ACTION:**

_____Approved for the period _____
_____Disapproved
Comment: _____

_____ _____
Graduate Dean Date