



REQUEST FOR NON-GRADUATE FACULTY TO TEACH GRADUATE COURSES

Instructions: Use this form to nominate a non-UNF faculty member to teach a graduate course. One form must be submitted per course per term.

Note: If the proposed faculty member does not have the usual terminal degree required to teach this course, please append a copy of the Faculty Credential Exception Request, which lists the exceptional credentials or experiences that the candidate possesses and that would qualify her/him for appointment to teach the course. (Please note that a request to approve non-graduate faculty without a terminal degree cannot be considered before review and approval is granted by Academic Affairs.)

Candidate's Name: _____

Current Faculty Rank: _____

Department/College Recommending: _____

Candidates graduate degree(s) earned, where earned, and discipline: _____

Term and graduate course the candidate will be teaching: _____

Usual terminal degree required to teach in this discipline: _____

What are the *exceptional circumstances* that necessitate the candidate teaching graduate courses? _____

How often have these circumstances arisen in the last two years? _____

Do you anticipate the circumstances recurring within the next year? _____

Explain: _____

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 committee member's CV. If hired as a part-time faculty member, please attach a copy of the candidate's contract.*

Department/Unit Chair Signature

Date

Dean/Director Signature

Date

GRADUATE SCHOOL

Approved for the period of _____; or Summer _____ Fall _____ Spring _____

Disapproved

Comments:

Graduate School Dean Signature

Date