

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

Instructions: Use this form to nominate a non-graduate faculty member to teach a graduate course. Use one form per course. Submit the completed form and supporting documents to Academic Affairs. All questions must be answered and this form **may go to a second page.**

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.)

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 the candidate will be teaching: _____

7. Usual terminal degree(s) required to teach in this discipline: _____
8. What are the **exceptional circumstances** that necessitate the candidate teaching graduate courses?

9. How often have these circumstances arisen in the last two years? _____
10. Do you anticipate the circumstances recurring within the next year? _____
Explain: _____

11. 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/Director Date

Graduate School ACTION:

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

____ Disapproved

Comments: _____

Graduate School Dean

Date