

**REQUEST FOR TEMPORARY APPROVAL
TO TEACH A GRADUATE COURSE**

The Graduate School
Southern Illinois University Edwardsville

It is herewith requested that _____
(Name of Instructor) (Rank)

who is not presently a member of the Graduate Faculty, be authorized to teach the following graduate course (s):

(Course name and number)

during the _____ 20 _____
(Academic Term[s] – 3 Year Maximum)

Justification for and qualifications of candidate: **(include curriculum vitae)**

For instructors that do not hold the appropriate terminal degree, they may establish eligibility using other credentials and professional experience.

When using tested experience as a basis for determining minimally qualified faculty, the following applicable criteria must be evident in the request:

- Highest earned degree appropriate to assigned program and content of course(s) and in no instance shall this be less than a master's degree;
- Professional experience in or closely aligned to program and content of course(s);
- Number of years of experience;
- Applicable knowledge and skills to the courses to be taught;
- Types of certification, licensure or other credentials required or preferred (if available for the discipline);
- Additional applicable discipline specific experience; and
- For doctoral level graduate courses only, a record of research, scholarship or achievement appropriate for the discipline.

Approved

Disapproved

Approved

Disapproved

(Department Chairperson's Signature) (Date)

(School/College Dean's Signature) (Date)

(Graduate Dean's Signature) (Date)

Specific approval of the Dean of the Graduate School is required for each offering of a course for graduate credit by academic faculty who are not current members of the Graduate Faculty. The appropriate form should be submitted and approval obtained prior to scheduling a non-member of the Graduate Faculty to teach a course for graduate credit. Approval to teach a course is specific to a given course for a limited number of terms not to exceed 3 years. This approval does not confer Graduate Faculty status on the instructor.