

Justification for Appointment of Instructor without a Terminal Degree

Date:

Instructor Information

Name: _____ PeopleSoft ID: _____

Department: _____ College: _____

Proposed Faculty Title:

Highest Degree Completed: _____ Institution: _____

Area of Degree Specialization:

Currently Enrolled in Graduate Program in the teaching discipline: Yes No

If Yes, Institution & Degree program:

Number of graduate hours completed in the discipline in which they are teaching:

Course/s to be taught:

**Course syllabi for all courses to be taught and a current CV must accompany this form.
Specify subject matter/topics to be covered in assigned course/s:**

Please provide a detailed explanation of how the qualifications of the instructor relate to the subject matter/topics to be covered in the assigned course/s listed above. In addition to a terminal degree in the teaching discipline, we may also consider related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

Approvals:

Department Chair Date

Dean Date

Senior Vice President for Academic Affairs and Provost Date