

REQUEST FOR THE APPROVAL OF GRADUATE INSTRUCTION

Please submit this form and required accompanying material to the Academic Senate for Graduate Council approval of appointment of non-ladder faculty (e.g., lecturers, adjunct faculty, non-UC visiting faculty of any rank, etc.) to *teach* graduate courses (UCSB courses numbered 200 and higher). Instruction may be approved for up to three years, renewable.

Accompanying materials must include:

- Current curriculum vita
- A memo of justification of the appointment from the Department Chair, indicating the department's staffing need and the teaching/research/publication merits of the nominee's credentials to teach the course(s) in question, prior experience teaching graduate and/or undergraduate students,
- professional background and experience as a practitioner that may be relevant to the course(s) in question
- Copies of summarized course evaluations in cases where the nominee has taught at UCSB
- A copy of the current appointment letter sent to the department's control point

UCSB Department _____ Date _____

Name of Individual _____

UCSB Payroll Title and Code Number _____

Graduate course title(s), number(s) and quarter(s) course to be taught

Approval is sought for teaching of course(s): once repeated teaching of courses
If repeated teaching, please indicate time period requested: one year two years three years

Has this person been approved to teach UCSB courses in the past? If so, please list courses and period of approval. _____

Additional comments on individual's qualifications (attach separate sheet if necessary)

Submitted by _____
Signature, Department Chair Print Name Date

Name and email of person submitting form _____

Graduate Council Action: Approved Disapproved

Time Period of Approval: One Year Two Years Three Years

Signature, Chair, Graduate Council Print Name Date