

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 (e.g., Provost's Office in the College of Letters and Science, etc.).

For additional information, refer to the Graduate Handbook section on the teaching of graduate courses (<http://www.graddiv.ucsb.edu/academic/handbook/>).

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 or repeated teaching of course(s). 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

Name and email of person submitting the form: _____

Graduate Council Action: Approved Disapproved
Time Period of Approval: One Year Two Years Three Years

Signature, Chair, Graduate Council

Date