

Non-Ladder Faculty Eligibility to Teach Graduate Courses

Teaching graduate courses is a privilege reserved for ladder faculty and granted only to non-ladder faculty and others by exception. Exceptions are granted by the Chair of Graduate Council based on the merits of each case presented by the academic department involved.

The review process described here applies to any non-ladder faculty member nominated to teach a course numbered 200 or higher, regardless of the content of the course and without regard to whether the graduate course is to be taught concurrently as an undergraduate course. This policy applies to all graduate courses at UC Merced.

Council reviews the following academic appointment titles when a request is made for approval to teach graduate courses:

- Lecturer titles (except when Lecturers with Security of Employment [SOE])
- Adjunct faculty of any rank
- Visiting faculty (other than UC faculty) of any rank

Requests for exceptions involving non-ladder faculty require:

1. Completion of the form titled Request for the Approval of Graduate Instruction.
2. A current curriculum vitae for the nominee.
3. A memo of justification from the chair of the unit responsible for curriculum decisions that explains the unit's need and the merits of the nominee's credentials to teach the course(s) in question.
4. The appointment letter sent to the unit's control point (e.g., the dean of the college or executive vice chancellor).
5. Course evaluations in cases where the nominee has previously taught at UC Merced and renewal of teaching privileges is being sought.

In the memo of justification for the request, the unit chair should address each of the following:

- The staffing context in which the request is being made.
- The teaching, research or creative activity, and publication strengths of the nominee relative to the course in question.
- The prior experience of the nominee in teaching graduate students and undergraduates.
- Any professional background and experience the nominee may have as a practitioner that may be relevant to the course in question.

The period of approval granted by the Chair of Graduate Council is dependent on the merits and individual's qualifications presented in each case. Requests involving the first-time appointment

of a lecturer who has not previously been approved for graduate instruction will normally be approved for one year only, unless the person's credentials are outstanding.

The Graduate Council usually requires that non-ladder faculty nominated to teach a graduate course hold a terminal degree-e.g., a Ph.D., Ed.D., or M.F.A.-appropriate to the course(s) in question. The Graduate Council feels it is important that someone who is to be entrusted to teach graduate students actually have experienced the rigors of conducting and publishing extensive research or of producing evidence of significant creative activity. In either case, the nominee must have finished the dissertation or other work required for a terminal degree. Only in rare cases will persons who lack a terminal degree in the relevant discipline-e.g., a Ph.D., Ed.D., or M.F.A.-be allowed to teach graduate courses.

Departments are asked to submit non-ladder faculty requests as far in advance of the semester of proposed appointment as possible, and allow at least four weeks for review. An absolute minimum of seven days before the beginning of a semester is required. Last-minute requests may not be approved unless the department shows acceptable cause why the appointment request could not be made on time.

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 (UCM 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 Chair of the Unit responsible for curriculum decisions, indicating the Unit'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 UCM
- a copy of the current appointment letter sent to the School

For additional information, refer to the [Graduate Handbook](#) section on the teaching of graduate courses.

UCM unit:

Date:

Name of individual:

UCM payroll title and code number:

Graduate course title(s), number(s), and semester(s) 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 UCM courses in the past? If so, please list course(s) and period of approval. (If needed, attach a separate sheet with additional comments on individual's qualifications.)

Submitted by:

Signature, Unit Chair

Date

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

Distribution: From Academic Senate to Unit with cc to the Graduate Division, School, and Academic Personnel