UNIVERSITY OF CALIFORNIA ACADEMIC SENATE- Merced

REQUEST FOR THE APPROVAL OF GRADUATE INSTRUCTION

Please submit this form and required accompanying material to the Graduate Dean for approval of the 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. Requests for the first-time appointment of a lecturer, who has not previously been approved for graduate instruction, will normally be approved for one year. Before finalizing a submission, petitioners are advised to review Graduate Council's policy *Non-Academic Senate Faculty Eligibility to Teach Graduate Courses*.

Accompanying materials must include:

- current curriculum vita inclusive of recent publication record.
- a memo of justification of the appointment from the Graduate Group Chair, indicating the Unit's staffing need; the number of graduate courses taught by non-Senate faculty over the last three years as a fraction of the total graduate courses offered in the program; the teaching/research/publication strengths of the nominee relative to the course 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

For additional information, refer to Graduate Council's policy *Non-Academic Senate Faculty Eligibility to Teach Graduate Courses*.

UCM Graduate Group: Date:

Name of individual:

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

If this person been approved to teach UCM courses in the past, please list course(s) and period of approval.

(If needed, attach a separate sheet with additional comments on individual's qualifications.)

Submitted by:

Signature, Graduate Group Chair Date

Name and email of person submitting the form:

Graduate Dean Action:	◉ approved	◯ disapproved	
Time period of approval:	☐ one year	☐ two years	☐ three years

Signature, Graduate Dean Date

Graduate Council approval is needed if more than 10% (exclusive of research credit) of the program's courses have been taught by non-Senate faculty in the last three years.

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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