

GRADUATE COUNCIL (GC)**Non-Academic Senate Faculty Eligibility to Teach Graduate Courses**

Approved on March 18, 2015

Revised on November 10, 2016

Teaching graduate courses is a privilege reserved for Academic Senate faculty (i.e., ladder rank faculty, Lecturers with Security of Employment, Lecturers with Potential Security of Employment) and granted only to others by exception. Exceptions are granted by the Chair of Graduate Council based on the merits of each case presented by the graduate group involved.

The review process described here applies to any non-Academic Senate faculty 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.

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

- Unit 18 Lecturers
- Adjunct faculty of any rank
- Visiting faculty (other than UC faculty) of any rank
- Postdoctoral Scholars

Requests for exceptions involving non-Academic Senate faculty require:

1. Completion of the form titled Request for the Approval of Graduate Instruction.
2. 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 must address each of the following:

- The staffing context in which the request is being made. Specifically, the request must address the sufficiency or insufficiency of the number of Academic Senate faculty available to deliver the graduate course and if the course for which the exception is being requested is a core (required) course of the curriculum or an elective.

- The teaching, research, and publication strengths of the nominee relative to the course in question. An explanation of such qualifications should be written for a non-specialist in the field.
- The prior experience of the nominee in teaching graduate students and/or 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 requires that individuals 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. It is important that someone who is to be entrusted to teach graduate students actually have experienced the rigors of conducting extensive research, published the results of that research, and finished the dissertation or other work required for a terminal degree. Only in rare cases will an individual who lacks a terminal degree in the relevant discipline be allowed to teach a graduate course.

Graduate Groups are asked to submit non-Academic Senate faculty requests as far in advance of the semester of proposed appointment as possible, and allow at least four weeks for review. Last-minute requests may not be approved unless the graduate group shows acceptable cause why the appointment request could not be made on time. If a new appointment is to be made the graduate group should allow sufficient time to meet the appropriate HR hiring requirements.

Postdoctoral Scholars Teaching Graduate Students

Graduate Council appreciates the value of providing post-doctoral scholars with a learning opportunity, as well as the value to the program of their sharing specialized knowledge with graduate students. In order to maintain program quality and consistency, post-doctoral scholars are best utilized in elective courses in which they have specialized knowledge, rather than in core courses of the curriculum. Requests for a post-doctoral scholar to teach core graduate courses will be approved only in exceptional circumstances.

Graduate Students Teaching Graduate Students

Under no circumstance will Graduate Council approve a graduate student teaching other graduate students, as the instructor of record, as students should not be evaluating their peers via course grades.

However, graduate students might serve as Teaching Assistants (TA) for graduate courses with supervision from the instructor of record if the following criteria are met:

1. The Graduate Student TA has advanced to candidacy for the PhD degree and/or has suitable expertise in the topic of the course.
2. The Graduate Student TA will not be involved in the handling of final course grades.
3. The instructor of record for that course will ensure that the TAs are appropriately supervised to avoid any conflicts or perceived conflicts.

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