

**APPOINTMENT JUSTIFICATION FOR GRADUATE FACULTY  
NOT POSSESSING A TERMINAL DEGREE TO TEACH A GRADUATE COURSE(S)  
OR SERVE ON A GRADUATE COMMITTEE**

NAME \_\_\_\_\_ TEXAS STATE ID NO. \_\_\_\_\_

DEPT./SCHOOL \_\_\_\_\_ RANK \_\_\_\_\_

**FOR APPROVAL TO SERVE ON A GRADUATE COMMITTEE:**

List name of graduate student and research topic.

Provide documentation of nominee's scholarly expertise that is relevant to the student's research topic.

**FOR APPROVAL TO TEACH A GRADUATE COURSE(S):**

SACS requires that faculty teaching graduate courses possess a terminal degree in the discipline in which they teach. Faculty lacking a terminal degree may, on occasion, be approved to teach a graduate course(s) if suitable justification of additional qualifications is provided and approved. The justification must demonstrate competence, effectiveness, and capacity that contribute to effective teaching and student learning outcomes. To be considered for graduate faculty status to teach graduate course(s) the following section must be completed to justify and document the qualifications of the nominee in relation to the specific graduate course(s) he/she would teach.

List graduate courses to be taught:

Prefix: \_\_\_\_\_ Number: \_\_\_\_\_ Title: \_\_\_\_\_

Prefix: \_\_\_\_\_ Number: \_\_\_\_\_ Title: \_\_\_\_\_

Prefix: \_\_\_\_\_ Number: \_\_\_\_\_ Title: \_\_\_\_\_

Complete the following section, providing detailed information for the following qualifications, indicate the dates for these additional qualifications and *clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the graduate course(s) to be taught.*

List the total number of graduate semester hours earned in the discipline in which graduate courses will be taught; you may also list majors or semester hours taken at the undergraduate level.

List any relevant course work completed since highest degree was awarded.

List additional related academic credentials such as diplomas or certificates earned with discipline indicated (attach copies).

List all relevant professional licensure and/or current certifications (attach copies).

List all work or professional experiences relevant to the graduate course(s) to be taught and explain how this experience demonstrates competency in teaching.

List all awards and honors that provide evidence of competency related to the graduate course(s) to be taught.

List scholarly publications, presented papers and/or performances that provide evidence of competency related to the graduate course(s) to be taught.

If applicable, provide evidence of continuous documented excellence in teaching related to the specific graduate course(s) to be taught.

Explain any other demonstrated competencies and achievements that will contribute to effective teaching relevant to the graduate course(s) to be taught.

ROUTED: I have reviewed the nominee's credentials and they meet Graduate College and departmental criteria.

_____		Approve	Deny
Senior Graduate Faculty Representative	Date	_____	_____
_____		Concur	Non-concurrence
Chair/School Director	Date	_____	_____
_____			
Academic College Dean	Date	_____	_____
_____			
Dean of the Graduate College	Date	_____	_____