



# The Graduate School Sam Houston State University

*A Member of The Texas State University System*

Revised: December 2018

## REQUEST FOR PERMISSION TO ALLOW A NONMEMBER OF THE GRADUATE FACULTY TO TEACH A GRADUATE COURSE

**Instructions:**

1. This form should be used if entry of a proposed instructor's samID or social security number in the Schedule of Classes for a graduate course was denied.
2. This form should be accompanied by appropriate documentation and curriculum vita, including degrees held, experience, research accomplishments, publications, performances, etc.
3. A separate form is required for each course and must be submitted for the appropriate semester or summer session.

Name of Proposed Instructor \_\_\_\_\_ SamID/SSN \_\_\_\_\_

Semester \_\_\_\_\_ Graduate Course No. \_\_\_\_\_ CID# \_\_\_\_\_

Title of Graduate Course \_\_\_\_\_

**I. Instruction by SHSU Faculty Member**

It is proposed that the nominee be approved to teach the course for this semester only, based on the following criteria:

- a. The faculty member meets the minimum requirements as outlined in Academic Policy Statement 801014, Graduate Faculty Status, for membership to graduate faculty.
- b. The faculty member has demonstrated a high level of competence in the subject area. Please briefly explain: \_\_\_\_\_

**II. Instruction by Nonfaculty Member**

- a. The person being nominated to teach this graduate course has an appropriate terminal degree and meets all requirements for graduate instruction at SHSU.
- b. The person being nominated to teach this graduate course possesses unique qualifications that will contribute to effective teaching and student learning outcomes. Please explain: \_\_\_\_\_

Recommendation for Approval by: \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Recommendation for Approval by: \_\_\_\_\_  
Dean \_\_\_\_\_ Date \_\_\_\_\_

College \_\_\_\_\_

Approved/Disapproved: \_\_\_\_\_  
Dean of The Graduate School \_\_\_\_\_ Date \_\_\_\_\_

*Upon action by the academic dean and Dean of The Graduate School, a copy will be returned to the department chair and the Provost and Vice President for Academic Affairs. If the request is approved by the dean, the social security number may then be entered.*