

Dear Department Chair/Graduate Program Coordinator:

In August 2013, UW-Whitewater Graduate Faculty approved an amendment to the Graduate Constitution that outlined the following process for approving individuals not holding terminal degrees to teach graduate-level coursework.

*Section 6:*

*In order for a person who is not a member of the Graduate Faculty to teach a graduate-level course and/or to transact other graduate affairs during a specific term, the Graduate Faculty of the department, the college graduate committee (if such an entity exists), the dean of the academic college, and the Dean of the School Graduate Studies and Continuing Education must approve the exception. Appropriate documentation (including a current academic vita), rationale for the exception, and confirmation that the appropriate approvals have been secured at the college level, will be forwarded from the chair of the academic department seeking the exception to the Dean of the School of Graduate Studies and Continuing Education for review and approval prior to including the course in the timetable.*

Hiring papers for individuals who do not hold a terminal degree will not be signed until there is a record of approvals from relevant individuals filling the position above.

Directions

The graduate program coordinator should fill in items #1 thru #7. The department chair should seek review and approval from the graduate faculty in the department, and if approval is granted, the chair should indicate department approval in item #8, before forwarding the vita and form to the dean of the academic college for review (and potential approval). If approved, the academic dean should indicate approval in item #9 and forward the vita and record of approvals to the Dean of the School of Graduate Studies and Continuing Education for final review.

Record of Approvals

1. The Instructor:
	1. attach academic vita
	2. highest degree held
	3. discipline of highest degree
2. The Academic Term(s):
3. The Course(s):
4. Rational for the Exception: why is this individual particularly suited or qualified to teach the course relative to their current credentials):
5. For instructors with a master’s degree, does this candidate have five or more years of professional experience relevant to the content and learning outcomes of the course for which the individual is being reviewed? Briefly describe.
6. Discuss the department’s plans to evaluate the individual’s performance.
7. Three-year exceptions may be granted for individuals who have been approved three or more times
8. Please list the academic years of prior exceptions.
9. Please briefly discuss the evidence supporting the individual’s commendable performance.
10. Please briefly discuss the department’s plan to provide continuing professional development.
11. Authorization by Department Chair/Program Coordinator affirming that the Instructor has been approved by the graduate faculty of the department) (name and date):
12. Approval of Exception by College Dean (name and date):
13. Approval of Exception by Graduate Dean (name and date):