

Recommendation for Approval to Teach 500- or 800-level Courses

On recommendation of the head of the graduate program and with approval from the dean of the Graduate School, appropriately qualified individuals may be given special approval to teach specific graduate-level courses. This form is used to grant approval for: 1) individuals who are not members of the Graduate Faculty to teach 500- and/or 800-level courses; and 2) non-tenure-line Category P Graduate Faculty members to teach 500-level courses. Individuals requested to teach 500-level courses must hold a doctorate and have a record of scholarship in the field. Individuals requested to teach 800-level courses must hold a master's or doctoral degree, and have relevant professional experience appropriate to the field. All individuals should have experience equivalent to teaching at the post-secondary level and evidence of above average teaching ability.

Approval to teach a graduate course for individuals who have not previously been approved is granted for up to two semesters, with the expectation that student evaluations (SRTEs) will be conducted each time a graduate course is taught, and peer evaluations will be conducted within the first 1-2 semesters and at least once every 2-3 years thereafter. Future requests to teach by the same individual are contingent upon satisfactory student and peer evaluations for the previous graduate courses taught; such requests may be for up to three years. SRTEs and at least one peer evaluation must be submitted at the time of the request. The Graduate School considers satisfactory teaching at the graduate level to be a mean rating for "Overall Quality of the Instructor" of above average, based upon the rating scale used (e.g., on a scale of 1 to 7, a mean rating of ≥ 5).

This request must be submitted at least 30 days prior to the end of the semester before the individual is intended to teach to assure that the review and approval processes are completed before the start of the semester.

Nominee Information

Name of nominee (first, middle, last): _____

9-digit PSU ID number: _____ PSU ACCESS ID: _____

Academic Title (if applicable): _____
(E.g., Instructor, Librarian, Research Associate, Associate Professor, etc.)

Employment category: _____ Appointment Type: _____ End Date: _____
(E.g., Faculty member, staff, etc.) (Tenure/tenure-track, standing, fixed term) (If fixed term)

Highest degree earned: _____ Institution of highest degree earned: _____

Has the nominee previously been approved to teach any graduate courses at Penn State? Yes No

If yes, please indicate: Semester and academic year Course abbreviation and number

Course Information (current request)

Course abbreviation and number: _____ Course title: _____

Semester(s) for which approval to teach is being requested: _____

Course abbreviation and number: _____ Course title: _____

Semester(s) for which approval to teach is being requested: _____

Is this request to have the nominee's approval for this course(s) renewed? Yes No

If yes, please attach the following **required** documents:

- The most recent SRTEs for this instructor in this course.
- The most recent peer evaluation for this instructor in this course.

Approvals

Academic Unit Offering the Course

Head of academic unit offering the course(s)
(*e.g., department head, school director, IGDP chair*)
(PLEASE TYPE OR PRINT)

Signature

Date

Administrator for graduate education of college/school
offering the course(s).
(*e.g., associate dean; director of academic affairs*)
(PLEASE TYPE OR PRINT)

Signature

Date

Supervisor of Instructor

Unit leader to whom proposed instructor reports
(*e.g., department head or other supervisor*)
(PLEASE TYPE OR PRINT)

Signature

Date

Graduate Program

Head of graduate program for which course is required,
if different from head of unit offering course
(PLEASE TYPE OR PRINT)

Signature

Date

Graduate School

Dean of the Graduate School / Dean's Designee
(PLEASE TYPE OR PRINT)

Signature

Date

Upon completion, please send this form along with a curriculum vitae (for first-time nominees) or updated SRTEs and Peer evaluation (for renewal requests) as appropriate to the Graduate School, Office of the Dean, 211 Kern Graduate Building, University Park, PA 16802.