

Instructor Justification Form

Name of Instructor: _____ SSN or UofL ID: _____

School/Department: _____

Date teaching assignment to begin _____

Course Being Taught: _____

Highest Degree Attained and Discipline _____

Transcript of Highest Degree (Attached): Curriculum Vitae/Resume (Attached):

Verification of Graduate Faculty Status (Attached; only necessary for teaching a graduate course):

Professional qualifications checklist and written justification for the exception

Check one or more of the following and complete a written justification in the comments section. The written justification must be related to the specific course being taught.

All qualifications must be supported by documentation to be maintained in Office of the Dean.

- | | |
|---|---|
| <input type="checkbox"/> Degree in another discipline | <input type="checkbox"/> Lower degree in teaching discipline |
| <input type="checkbox"/> Work experience in field | <input type="checkbox"/> Teaching experience in field |
| <input type="checkbox"/> Specialized training in field | <input type="checkbox"/> Professional licensure/certification |
| <input type="checkbox"/> Funded grants in field | <input type="checkbox"/> Honors and awards (related to field) |
| <input type="checkbox"/> Published/presented research or creative activity in field | |

Comments:

Chair/Department Head Signature	Date
Dean's Signature	Date