



**DIRECTIONS:** Attach the proposed instructor's *Curriculum Vitae*. It should include a full list of publications, an academic employment history, and a statement of current research interests. If the proposed instructor does not meet the usual criteria for membership in the graduate school faculty [1) Ph.D. degree; 2) rank of at least Assistant Professor; 3) published research beyond the dissertation] the department/program head must submit a memorandum justifying the request. Requests should be submitted to the Office of the Vice Dean – 6 Washington Square North, 2<sup>nd</sup> floor Mail Code: 5818. Incomplete submissions will be returned to the department. Please direct questions to x88030.

Department:

Name:

Present Position:

Rank:

Term of appointment:

Degrees – please list all degrees received:

Semester teaching is to begin:

Course(s):

Has the Instructor previously been reviewed?    Yes            No            When?

Name of Department Chair/Director

Signature

Date:

For dean's office use only.

Approved  Denied

Date Received:

Signature of GCC Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/reason for denial of request:

Distribution:

Department

DB/file

Registrar

Library