TO: **[SCHOOL/COLLEGE DEAN]**

FROM: **[DEPARTMENT HEAD]**

DATE:

SUBJECT: Permission for **<<NAME>>** to teach graduate level **<<DISCIPLINE/COURSE TYPE>>** courses

The **<<DEPARTMENT>>** is requesting approval for **<<NAME>>** to teach graduate level courses as a **<<FACULTY TYPE/RANK>>**. Effective **<<DATE>>**, we would like to assign **<<HIM/HER/THEM>>** to teach **<<LIST COURSES>>**.

**<<INCLUDE BRIEF JUSTIFICATION – CREDENTIALS, DEGREES, EXPERIENCE, APPROVED TERMINAL DEGREE EXCEPTION AS APPLICABLE, AND RELEVANCE TO COURSE ASSIGNMENT(S)>>**

APPROVED:

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**[NAME], Dean**  **Date**