



College of Arts & Letters
Graduate Teaching Certification Form

This form must be completed for all faculty members applying for certification or re-certification to teach graduate-level courses or to serve on thesis or dissertation committees. The standards applied by the College of Arts and Letters (“College of Arts and Letters Graduate Teaching Certification Standards”) are available from the Associate Dean’s office or the College’s website. The standards describe certification requirements and explain the types of certification.

Checklist of submission materials:

- This form (electronic copy to Associate Dean)
- Current curriculum vitae (electronic copy to Associate Dean)
- Candidate's letter **(optional)** (electronic copy to Associate Dean)
- Chair's/Director's letter of support **(optional)** (electronic copy to Associate Dean)
- Documentation establishing that the appropriate standard has been met, e.g., copies of publications, reviews of performances or exhibitions, grant award letters, etc. (electronic copies emailed to associate dean whenever feasible; otherwise, as with books, hard copy to Associate Dean).

A. DEPARTMENT/PROGRAM _____

B. NAME OF FACULTY MEMBER _____

C. AREA OF SPECIALIZATION _____

D. PERIOD OF APPROVAL (Leave blank for Associate Dean) _____ to _____

E. TYPE OF CERTIFICATION (check one)

- Regular Level I Certification (5 years, renewable)
- Regular Level II Certification (5 years, renewable)
- Regular Level III Certification (5 years, renewable)
- Provisional Level I Certification (5 years, non-renewable except for administrators)
- Provisional Level II Certification (5 years, non-renewable except for administrators)
- Exceptional Credentials Graduate Certification (3 years, renewable)

F. HIGHEST DEGREE EARNED _____ DATE _____

G. CITATIONS FOR PUBLICATIONS AND PRESENTATIONS, AND/OR INFORMATION FOR SHOWS, COMMISIONS, AND PERFORMANCES (see page 2)

H. APPROVALS:

Graduate Program Director	Date	Department/School Chairperson	Date
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Department Graduate Committee	Date	College Graduate Committee	Date
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College Dean or Designee	Date
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(G.) Below, please list the works on which you are asking to be certified. **List only the minimum number needed for the level of certification you seek**, choosing those that most clearly satisfy the appropriate standard. Submit appropriate documentation for all of the works listed. Give **complete** citations for publications (including title, dates, page numbers, journal, publisher, etc.), **complete** citations for presentations (title and name, date, and place of conference), and/or **complete** information for shows, commissions, and performances.