

Instructions for Completing Narrative Justification

Objective: Provide a summary of the instructor's documentable qualifications that make him/her the best person for teaching this particular course.

Method: The narrative may be submitted in sentence or paragraph form if the appropriate qualifications can be readily summarized. The key is to provide the relevant information in summary form, in the Narrative itself (as opposed to merely referring the reader to a CV, transcript, or other document).

Write the narrative to a non-specialist audience (the reader may not have a basic familiarity with abbreviations common to the discipline, for example). Include in the narrative all of the following that are *both* (1) relevant to the course, and (2) documentable:

- a. *Highest degree earned in relevant field*: name of degree, institution, and date earned;
 - i. Some cases may call for more than one degree;
 - ii. Some cases may require noting the number of semester hours and listing the titles of specific courses taken under one or more degrees.
- b. Additional qualifications, such as:
 - i. *Diplomas, licenses, certificates*: title/name, date earned, and if applicable, whether the license/certificate is current;
 - ii. *Work or professional experience*: title/role, organization, date range; (if the list is extensive, please provide information for 3-5 of the strongest examples and merely indicate the total extent of experience);
 - iii. *Clinical experience or professional practice*: title/role, organization, date range; (if the list is extensive, please provide information for 3-5 of the strongest examples and merely indicate the total extent of experience);
 - iv. *Excellence in teaching*: how demonstrated, and for what date range;
 - v. *Honors and awards*: awarding agency, date conferred;
 - vi. *Scholarly publications and presentations*: bibliographic citation, (if the list is extensive, please provide information for 3-5 of the strongest examples and merely indicate the total number);
 - vii. *Creative achievements, performances, and presentations*: title/body of work, venue, date range; (if the list is extensive, please provide information for 3-5 of the strongest examples and merely indicate the total number).

Note: Some cases require "Terminal Justification;" specifically those cases in which a course was previously assigned to an instructor now deemed ineligible to teach this course. In these cases *no Course Qualifying Matrix is required*. A Narrative Justification must be provided, however, and must nevertheless offer a good faith justification for having previously assigned the course to the instructor. After providing qualifications according to the above, something like the following is appropriate to add: "[Instructor's name] was assigned to teach this course based on [summary of relevant qualifications]. In accordance with subsequent changes in UNT's credentialing procedures, however, this person will not be teaching this course in the future."

Narrative Justification

Below, give an explanation of the individual's qualifications for teaching this course based on background, experience, professional credentials, expertise etc. (using the "Justification Checklist" as your guide):

Name: (First Name, Last Name)

Course Information: (Course Prefix – Course # - Course long title)

Term: (semester, year)

Explanation of the individual's qualifications to teach this course (add additional pages as needed):

Instructions for Completing Course Qualifying Matrix

Objective: Explain the relationship between the instructor's documentable qualifications (provided in the Narrative Justification) and specific, key objectives of this particular course.

Method:

- 1) Summarize the primary course objectives or expected course outcomes, based on the learning outcomes listed on course syllabus.
- 2) For each of the course objectives or outcomes, summarize the qualifications that make this instructor particularly suitable to facilitate students' achieving that objective/outcome. Explain how the qualifications do this, in terms that someone outside of the field could understand.

Course Qualifying Matrix

Please list summarized course objectives (based on learning outcomes listed on course syllabus) with related instructor qualifications which bear directly on each objective and clearly establish that the instructor's qualifications are suitable to facilitate students' achieving that objective/outcome. (*Note: Add additional Course Objectives as needed below*).

Name: (First Name, Last Name)
Course Information: (Course Prefix – Course # - Course long title)
Term: (semester, year)

Course Objective 1:

Instructor Qualifications 1:

Course Objective 2:

Instructor Qualifications 2:

Course Objective 3:

Instructor Qualifications 3:

Course Objective 4:

Instructor Qualifications 4:

Course Objective 5:

Instructor Qualifications 5:

Justification Checklist

If instructional personnel cannot be credentialed by any of the means provided, additional justification must be submitted. You may use this checklist to review appropriate content for justifications, but both the *Narrative Justification* and the *Course Qualifying Matrix* must be submitted for each individual. Use this list to assist in providing the maximum amount of information to justify instructional personnel. *The first three items are required for all requests.*

- All required documents on file in the Provost's office: transcripts, updated CV; and Faculty Profile System: current syllabus**
- Narrative Justification**
- Course Qualifying Matrix**
- Coursework taken that is relevant to instruction of course
- Professional licensure and certifications
- Honors and awards
- Continuous documented excellence in teaching
- Demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes
- Professional/work experience (give number of years)
- Sustained artistic or creative accomplishments that directly relate to instruction of course
- Sustained record of research that directly relates to instruction of course (provide detail on publications, grants, and/or patents)
- Unique qualifications, including an explanation of why no other individual is better qualified to teach course
- Other relevant skills
- Other relevant experiences
- Other relevant information