UNIVERSIDAD DE ZAMBOANGA

UNIVERSITY RESEARCH AND DEVELOPMENT CENTER

Room 301-S, Summit Building,

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**JUSTIFICATION LETTER FOR PANEL MEMBER APPEARANCE LIMIT EXCEPTION**

Date: [Current Date]

To: Vice President for Academic Affairs (VPAA)

From: [Research Director Name]

Re: Request for Panel Member Appearance Limit Exception

Impact Assessment:

Academic Quality: Maintaining high standards requires expert evaluation

Student Timeline: Postponement would delay graduation by one semester

Faculty Workload: Temporary increase justified by expertise requirements

PROPOSED MITIGATION MEASURES:

Workload Distribution:

Reduce flagged faculty members' appearances in subsequent requests

Prioritize training of additional faculty in emerging technologies

Future Planning:

Recruit dditional faculty with AI/ML expertise

Establish partnerships with external institutions for panel exchanges

Quality Assurance:

Additional documentation and review processes for this defense Post-defense evaluation to ensure standards were maintained

RECOMMENDATION:

Based on the exceptional circumstances and the critical need for specialized expertise, I respectfully request approval for the flagged faculty members to exceed the standard appearance limit for this specific defense request.

This exception is warranted to maintain the academic quality and integrity of the evaluation process while ensuring timely completion of student requirements.

Respectfully submitted,

[Research Director Signature]

Dr. [Research Director Name]

Research Director

University Research and Development Center

ATTACHMENTS:

Faculty CV highlighting relevant expertise

Student research abstract

Alternative panelist search documentation

Defense timeline requirements