

**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 you in providing the maximum amount of information to justify instructional personnel. ***The first three items are required for all requests***.

* **All documents on file in the Provost’s office, including transcripts, updated CV, 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