

Instructions for Completing Justification Documents

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 entirely in prose if the appropriate qualifications can be readily summarized in sentence or paragraph form. For some elements it may be appropriate to offer a bullet-point list. 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).

Pitch 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 FAU's credentialing procedures, however, this person will not be teaching this course in the future."

Instructions for Completing Justification Documents (continued)

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 three (3) primary course objectives or expected course outcomes.
- 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.