Template—request for permission for a graduate student to teach a 3000-level course

[date]

Executive Associate Dean Raúl Curto
College of Liberal Arts & Sciences Dean’s Office
240 Schaeffer Hall

Dear Dean Curto:

We are writing to request that [first name] [last name] be approved to teach [course title] (cross-listed as AB:CDE and FG:HIJ) during the [fall/spring] semester of 201X—the course should be offered to meet our undergraduate enrollment needs. [Ms./Mr.] [last name] is an advanced graduate student in the Department of [department name]. [She/He] is currently writing [her/his] Ph.D. thesis on [topic of dissertation].

In addition to [her/his] research focus on [research focus], [Ms./Mr.] [last name] has also had substantial relevant pedagogic experience: [she/he] has served as an instructor for [course] and has also served as a TA for Professor [professor’s name] when [course title] was taught in [fall/spring] [year].

The course will be capped at [number of students—cannot be more than 40] students and graduate student enrollment will not be permitted. Professor [professor’s name] or Professor [professor’s name] will supervise the course.

Sincerely,

Professor [DEO]  
Department of [department]  

Professor [DEO]  
Department of [department]