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.”
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.