




Paul R. Peluso, Ph.D., L.M.H.C, L.M.F.T.  
Chair and Associate Professor  
Department of Counselor Education  
College of Education  
777 Glades Road  
Boca Raton, FL 33431-0991  
tel: 561.297.3602  
fax: 561.297.2309  
[www.coe.fau.edu/academicdepartments/ce](http://www.coe.fau.edu/academicdepartments/ce)

**MEMO**

To: UGPC Members, UGC Members   
From: Paul Peluso, UGC Chair  
Date: November 5, 2014  
RE: Language on New Course Applications for Minimum Qualifications to Teach  
CC: D. Floyd, R. Nyhan, D. Alperin

Colleagues:

This memo is a follow up from the October 28, 2014 University Faculty Senate Steering committee meeting, where a potential problem with new course proposals was discovered. Specifically, on the "New Course Proposal" form for graduate programs, the box titled "Minimum Qualifications to Teach This Course" is left blank, or has "N/A" or "None" filled in. This came to the attention of the Provost's office, who brought it to the attention of the University Senate Steering Committee as a potential problem if not attended to. This box needs to be filled in, and it was agreed that the language should state (at a minimum):

1. Member of the graduate faculty of FAU; and
2. Has a terminal degree in the subject area (or a closely related field).

Committees charged with the review of new courses should, in their review of proposals, check that this language is included. If it is not, the proposals should be returned to the originating college, department or program for correction in order to avoid unnecessary delays in the approval of any new courses.

Information on graduate faculty membership may be found at:  
[http://www.fau.edu/graduate/docs/Graduate\\_College\\_Governance\\_Document.pdf](http://www.fau.edu/graduate/docs/Graduate_College_Governance_Document.pdf)