Members of the Curriculum and Program Committee:

**[Insert program name]** is requesting that the following person be given an initial Graduate Faculty Appointment to teach the indicated courses at CU Denver for the following academic year:

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field of Expertise: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course(s) to be taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The CV submitted on \_\_\_\_\_\_\_\_\_\_\_\_ verifies that the candidate has a Master’s degree in a relevant field, and the program has reviewed the candidate’s qualifications and determined that the candidate has the necessary skills, knowledge and pedagogy with adult learners to be successful. The candidate has demonstrated qualifications for this limited graduate faculty appointment based upon her scholarship and through **[provide brief narrative presenting basis for recommending this candidate for GFA status].**

**[FOR PERSONS SEEKING GFA STATUS FOR COURSES RELATING TO LICENSURE, ENDORSEMENT, CERTIFICATION OR DEGREE. An additional letter of recommendation has been submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_ in support of this candidate.]**

This candidate has a demonstrated record of student satisfaction through **[please provide narrative showing evidence of effective work with adult learners (through leading professional development, seminars, etc.)].**

Sincerely,