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| **School of Education & Human Development** |
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**[Month date, year]**

Members of the Curriculum and Program Committee:

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

 Candidate Name:

 Field of Expertise:

 Course(s) to be taught:

The CV attached verifies that the candidate has a minimum of 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 and knowledge to teach the course(s) and has or, with support, will gain the pedagogical skills necessary to be successful with adult learners.

The candidate has demonstrated qualifications for this limited instructor appointment based upon **[provide brief narrative presenting basis for recommending this candidate for an instructor appointment].**

The candidate will receive instructional support for teaching the course through **[provide description of instructional support to be provided. Could include regular meetings with the course supervisor or doctoral advisor, plan for regular observation and feedback, support provided through various programs on campus that provide instructional support, mentoring, etc.].**

Sincerely,