


# CHAIR APPROVAL

You are listed as the department chair in this instructor's First-Year Seminar Proposal. This instructor is requesting to teach a seminar. Please follow the instructions below to approve or deny this proposal.

- 1 Click the link *REVIEW AND APPROVE*.
- 2 If you are not already logged in to a web page that requires Kerberos you will see the standard UC Davis log in page.
- 3 After log in you will be directed to a page that outlines the criteria for your approval of the proposed First-Year Seminar. There is also information from the proposal at the bottom of the page.
- 4 If the instructor meets the criteria, select *APPROVED* and then *SAVE*. If the instructor does not meet the criteria, select *DENIED* and then *SAVE*.
- 5 You will then see a Thank You message.

## CETL First-Year Seminar Proposal Approval Request

 cetl@ucdavis.edu

 If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Mon 5/12/2014 8:49 AM

To:  Leonard E Cross

Dear Chris Thaiss,

Leonard Cross has completed an online proposal to teach an extra-departmental First-Year Seminar. Please follow the link below to review and approve. The link will take you to a login screen which will lead you to a page that contains information about the seminar, criteria for the instructor to teach the course, and an approval form.

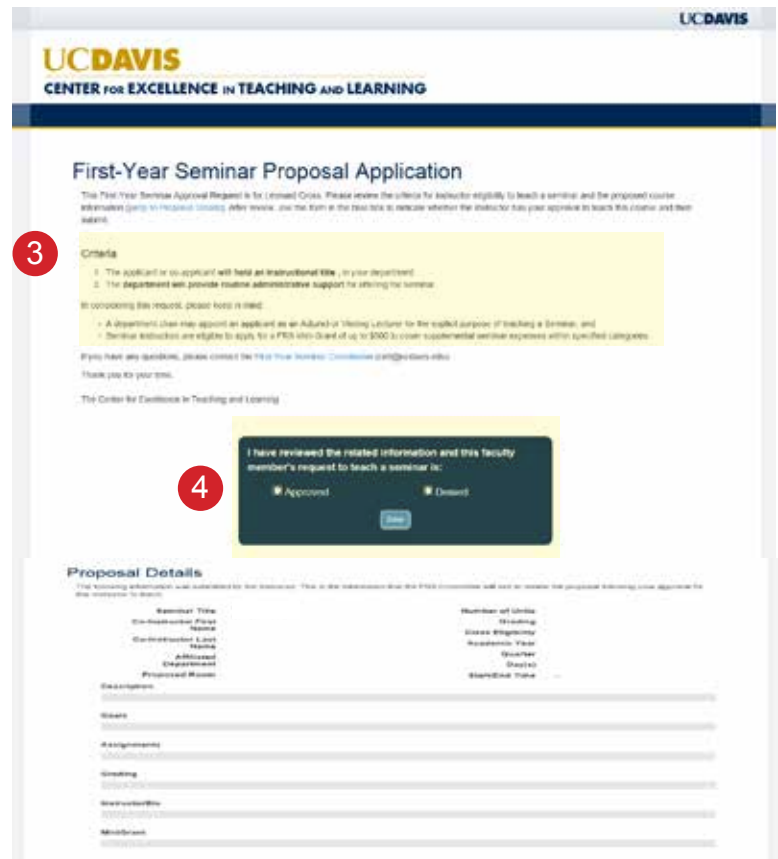
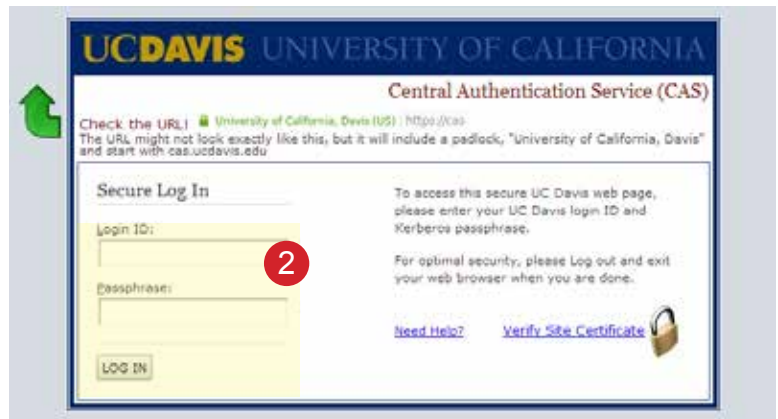
[Review and Approve](#)

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If you have any questions, please contact the [First-Year Seminar Coordinator \(cetl@ucdavis.edu\)](#).

Thank you,

The Center for Excellence in Teaching and Learning



**Criteria**

- 1. The applicant or co-applicant will hold an instructional title in your department.
- 2. The department will provide routine administrative support for offering the seminar.

When considering this request, please keep in mind:

- A department chair may appoint an applicant as an Adjunct or Visiting Lecturer for the explicit purpose of teaching a Seminar, and
- Routine instruction are eligible to apply for a PDS (with a grant of up to \$500 to cover supplemental seminar expenses within specified categories).

If you have any questions, please contact the First-Year Seminar Coordinator: [ceetl@ucdavis.edu](mailto:ceetl@ucdavis.edu).  
Thank you to your team.

The Center for Excellence in Teaching and Learning

I have reviewed the related information and this faculty member's request to teach a seminar is:

Approved  Denied

**Proposal Details**

Requester Title	Requester Name	Requester Email	Requester Phone
Requester Title	Requester Name	Requester Email	Requester Phone

Requester Department: \_\_\_\_\_

Requester Proposed Month: \_\_\_\_\_

Requester Start/End Dates: \_\_\_\_\_

Requester Class: \_\_\_\_\_

Requester Assignment: \_\_\_\_\_

Requester Meeting: \_\_\_\_\_

Requester Supervisor: \_\_\_\_\_

Requester Advisor: \_\_\_\_\_

Requester Mentor: \_\_\_\_\_