

**College of Business Administration**  
**Kent State University**

**Procedures for Approvals to Teach College of Business Administration Courses**

1. Approval for any specific course, regardless of prior approval to teach College of Business Administration courses, will require the following:
  - a. Letter from candidate with specific course(s) requested and rationale for teaching the requested course(s).
  - b. Completion of "Teaching Request/Assignment Form for Regional Campuses." This document must cover the entire application.
  - c. Letter from the Regional Campus Dean (or his/her designate) with specific course(s) requested and rationale for the candidate. Formatted: Bullets and Numbering
  - d. A full set of current credentials, particularly evidence of the person's ability to teach the course(s) intended, pertinent dates regarding degrees received, work experience, professional association activities and current academic and professional qualifications in the field, Deleted: ,
  - e. Transcripts, including Kent State University's, if applicable,
  - f. Recent letters of reference related to one's ability to teach the course(s)
  - g. Recent student evaluations, if appropriate, Deleted: Is this here?¶
2. The Department will evaluate the request and have a decision within two weeks of receiving a complete application file.
3. Upon approval for any specific course, the College will enter the instructor name, course, campus, and semester in our database. Formatted: Bullets and Numbering
4. Those who receive approval to teach a course for KSU for the first time, are required to meet with the appropriate College of Business faculty coordinator to review required course content (per the basic data sheet), acceptable textbooks, and other related matters.
5. The instructor's campus will send to the Assistant Dean of the College of Business Administration, a copy of the syllabus (no later than two weeks prior to the start of classes), student evaluations, and grade distributions (as soon as possible after the completion of the semester.) The Assistant Dean will forward syllabi, student evaluations and grade distributions to the appropriate department chair. Formatted: Bullets and Numbering  
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6. If, upon evaluation of the materials in #5 above, potential problems are identified, the Department will work with the faculty member, to aid in his/her development of the course. Furthermore, the Department Chair will consult with the College of Business Administration's Assistant Dean and the instructor's Regional Campus assistant dean concerning teaching issues or concerns. Formatted: Bullets and Numbering  
Deleted: I would like to have these sent to the dept. also. With only two weeks' lead time, we need the information asap in case there are changes to be made.¶  
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7. If it is determined that the instructor should not be permitted to teach this course, we will request that the Regional Campuses and Assistant Dean Sinclair-Colando ensure that this instructor does not teach the course again at any campus. Formatted: Bullets and Numbering  
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