



Request for Graduate Teaching Assistant to Serve as Instructor of Record

*This form must be submitted each academic year.

TO: Maria Cronley, Provost and Vice President for Academic Affairs

FROM: _____ DATE: _____

DEPARTMENT: _____ COLLEGE: _____

ACADEMIC YEAR: _____

FIRST SEMESTER AS INSTRUCTOR OF RECORD: Fall ____ Spring ____

Name of Graduate Teaching Assistant: _____ Banner ID: _____

Program of Study: _____

I request approval for _____ to teach the course(s) listed below, according Standard 6.2.a (*Faculty qualifications*) of the *Principles of Accreditation*:

Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations (<http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>). *Please note: per SACSCOC guidelines, GTAs may NOT serve as the instructor of record for dual enrollment courses.*

Subject: _____ Course Number: _____ Course Name: _____ Credits: _____

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- Attach the GTA's current transcript and curriculum vitae.
- The GTA must meet the qualifications outlined in the college's **Faculty Qualifications Matrix** or obtain an approved **Exception for Faculty Qualifications** (https://www.apsu.edu/academic-affairs/faculty/faculty_resources/index.php).
- Provide a detailed justification for assigning the GTA as the instructor of record, including an explanation of the approach to ensuring direct supervision, regular in-service training, and planned and periodic observations and evaluations during and at the end of the semester. If this form is completed after the start of the semester please provide an attached memo explaining why. If approved, this GTA will be listed on the SACSCOC Faculty Roster.

Required Approvals:

Department Chair

Signature

Date

Associate Dean

Signature

Date

College Dean

Signature

Date

Dean, College of Graduate Studies

Signature

Date

Vice Provost/AVP AA

Signature

Date

Provost/VPAA

Signature

Date