Procedure for Requesting GTA to Serve as an Instructor of Record

Note: All requests must be submitted through Adobe Sign

1. A new GTA Instructor of Record form must be completed each semester.

2. Complete a Request for Graduate Teaching Assistant to Serve as Instructor of Record form. Save the form so it can be uploaded into Adobe Sign.

3. Sign in to Adobe Sign. Click on Start from Library, select Workflow, then select GTA Instructor of Record Form.

4. Enter the required email addresses.

5. Add the GTA Instructor of Records name to the Document Name.

6. Upload the GTA Instructor of Record Request Form, the transcript, and the Resume/CV.

7. Click Send

8. Once the request has been approved, the student may be entered in Banner as an instructor.