



Request for Graduate Teaching Assistant to Serve as Instructor of Record

**To be completed each academic term*

DEPARTMENT _____ College _____

ACADEMIC YEAR _____ TERM FOR THIS REQUEST *Fall Spring Summer*

Name of GTA _____ Banner ID _____

Program of Study _____

Faculty Supervisor _____

Submission of this form signifies that the Graduate Teaching Assistant designated above meets the minimum criteria to teach the proposed course(s), consistent with the Departmental [Faculty Qualification Matrix](#), [SACSCOC standard 6.2.a \(Faculty qualifications\)](#), and the [SACSCOC Faculty Credentials Guidelines](#). Please attach the GTA's current transcript and résumé/CV with this form.

Proposed Course(s)

| Course Prefix | Course Number | Course Name | Credit Hours |
|---------------|---------------|-------------|--------------|
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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.

Required Approvals

Department Chair

Date

Associate Dean

Date

College Dean

Date

Dean, College of Graduate Studies

Date

Senior Vice Provost

Date

Provost

Date

Copies of this form should be stored in the College of Graduate Studies, the Provost's Office, and the academic department where the GTA is assigned.