



Request for Graduate Teaching Assistant to Serve as Instructor of Record

*This form must be submitted each academic year.

REQUESTING DEPARTMENT: _____ COLLEGE: _____

ACADEMIC YEAR: _____

NAME OF GRADUATE TEACHING ASSISTANT: _____ BANNER ID: _____

PROGRAM OF STUDY: _____

I request approval for the above-named student 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 CV. If approved, an official hard-copy transcript will be required.**
- **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 approved, this GTA will be listed on the SACSCOC Faculty Roster.**

Required Approvals:

Department Chair

Signature

Date

College Dean

Signature

Date

Dean, College of Graduate Studies

Signature

Date

Vice Provost/AVP AA

Signature

Date

Provost/VPAA

Signature

Date