



## Instructor of Record Qualifications Graduate Teaching Assistant

Graduate Teaching Assistant's name \_\_\_\_\_

Course(s) Taught: \_\_\_\_\_

In accordance with the policies and procedures set forth in ACAF 1.20, this form should be used when a Graduate Teaching Assistant is serving as the instructor of record for a course, and does not hold a graduate degree in the teaching discipline. Please provide the following details for the GTA listed above, and check the boxes to indicate that each requirement has been documented.

**Eighteen (18) or more graduate semester hours in the teaching discipline.** *Please attach the GTA's unofficial/advising transcript showing courses and number of hours completed in the teaching discipline.*

**Direct supervision by a faculty member who is qualified to teach in the discipline.**

Faculty Supervisor's Name \_\_\_\_\_

Faculty Supervisor's Dept. and Title \_\_\_\_\_

**Regular in-service training, which may be in the form of a course taken simultaneously or prior to teaching.** *Briefly describe the training the GTA has completed or will complete.*

**Planned and periodic evaluations by a faculty member in the discipline.** *Please provide the following information about the evaluations and the faculty member conducting them.*

Type of evaluation(s) conducted \_\_\_\_\_

Frequency of evaluation(s) \_\_\_\_\_

Faculty Evaluator's Name \_\_\_\_\_

Faculty Evaluator's Dept. and Title \_\_\_\_\_

**I attest that, to the best of my knowledge, the information and documentation being submitted for this instructor of record are complete and accurate. I attest that this instructor of record does not have any conflict of interest to teach the course(s). Specifically, these courses are not and will not be on their academic program of study. Furthermore, no other students in their academic cohort are enrolled in the course at this time.**

\_\_\_\_\_  
Signature of Program Director, Chair, or Associate Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Associate Dean or Dean

\_\_\_\_\_  
Date