Petition to Appoint a Graduate Student as Teaching Fellow for Upper Division Undergraduate Courses

Approval must be obtained from the Graduate Dean before the appointment of a graduate student to instruct an upper division course. For additional details, please see the *Procedures for Appointing a Graduate Student as Teaching Fellow for Upper Division Undergraduate Courses*. To avoid delays in approval, please fill in the following fields. **Form required for New Appointments only***

Semester and Year of Appointment ☐ Fall ☐ Spring ☐ Summer Year _____

Graduate Student First Name _____ Last Name _____

Name of Program in which will teach _____

Program Contact Information

Name _____

Phone number _____

Email address _____

Request to serve as a Teaching Fellow

Course Name _____

Course Number _____

Appointment Criteria

1. The individual has MA/MS or advanced to candidacy for the Ph.D. ☐ Yes ☐ No
   a. If no, please provide the anticipated date by which will advance to candidacy _____
2. The individual is in good academic standing. ☐ Yes ☐ No
3. The individual is making appropriate progress in his/her degree. ☐ Yes ☐ No
4. The course involves graduate student teaching assistants. ☐ Yes ☐ No
   (A "Yes" response should be a rare exception.)
   a. If yes, please provide the name of the faculty member who will be supervising the graduate student teaching assistants. _____
5. Please briefly describe the individual's preparation to teach this course, including relevant prior teaching experience and CETL training.

* Procedure for New Appointment: 1. The Dean of the School hiring the IOR sends the following items to the Chair of Graduate Council with a copy to the Chair of Undergraduate Council, the Graduate Council analyst, and the Undergraduate Council analyst - student name, course name, confirmation the student is still in good standing and making appropriate progress towards degree, confirmation that the graduate student will not be supervising graduate student teaching assistants, and name of the faculty mentor. 2. The Chair of Graduate Council approves or denies the appointment, and forwards his/her recommendation to the Graduate Dean. 3. The Graduate Dean approves or denies the appointment notifying the School Dean, Graduate Council Chair, the Undergraduate Council Chair, and the program of his or her decision. The Graduate Dean and Graduate Council are expected to maintain records of the decision.

6. Please briefly describe how the teaching assignment will enrich the professional development and growth of the graduate student.

Signatures

Dept/Unit Chair: _____ Date: _____

Student's Dissertation Advisor: _____ Date: _____

Graduate Group Chair: _____ Date: _____

Faculty Mentor for Course: _____ Date: _____

Faculty Member Supervising Teaching Assistants (as relevant): _____ Date: _____

For Senate Only

Date petition received: _____

Graduate Council: Approved ☐ Denied ☐

Graduate Council Chair: _____ Date: _____

For Graduate Dean

Date petition received: _____

Approved ☐ Denied ☐

Dean's Signature: _____ Date: _____