GRADUATE COUNCIL (GC)

Procedures for Appointing a Graduate Student as Teaching Fellow for Upper Division Undergraduate Courses

Approved by GC on January 31, 2022.
Approved by UGC on February 18, 2022.

As per Senate Regulation 750 B[1], graduate students must be individually authorized by Graduate Council to teach upper division courses. This policy establishes the criteria and procedures by which such appointments are reviewed and approved. The procedure is designed to be completed within 30 days of receiving a request.

Criteria

To be eligible to teach an upper division course as a Teaching Fellow (TF), the graduate student must satisfy the following criteria at the time instruction begins.

- Be advanced to candidacy for the Ph.D. degree, or hold a Master's degree
- Be in good academic standing
- Be making appropriate degree progress
- Be judged to be prepared appropriately to teach the course.

Additionally,

- The course must be organized such that the graduate student will not be supervising graduate student teaching assistants in the role of instructor of record.
- The student's dissertation advisor, the graduate group chair, and the chair of the department or another unit offering the course, have approved the request.
- The teaching assignment should enrich the professional development and growth of the graduate student.
- A faculty mentor, available to provide guidance and feedback to the student, should be identified.

Procedure for New Appointment

1. The Dean of the School hiring the TF sends the completed petition to the Chair of Graduate Council with a copy to the Graduate Council analyst.
2. The Graduate Council Chair recommends the approval or denial of the petition. The petition and recommendation are scheduled for consideration by Graduate Council as consent calendar items.
3. The Graduate Council Chair forwards the Senate's recommendation to the Graduate Dean.

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[1] *Professors, professors in residence, professors of clinical_____(e.g., medicine) and adjunct professors of any rank, instructors, instructors in residence and adjunct instructors, and lecturers may give courses of any grade. Persons holding other instructional titles may teach lower division courses only, unless individually authorized to teach courses of higher grade by the appropriate Committee on Courses or Graduate Council. If a course is given in sections by several instructors, each instructor shall hold the required instructional title. (EC 15 Apr 74)*

4. The Graduate Dean approves or denies the petition notifying the School Dean, Graduate Council Chair, and the program of their decision. The Graduate Dean and Graduate Council are expected to maintain records of the petition and decision.

Procedure for Re-Appointment

If a student is being appointed as the TF for the same course for a second (or third, etc.) time, then a petition is not required. Instead, please use the following procedure.

1. The Dean of the School hiring the TF sends the following information to the Chair of Graduate Council with a copy to the Graduate Council analyst.
    - The student's name
    - The course number and title
    - Confirmation the student
        i. is still in good standing
        ii. is making appropriate degree progress
        iii. will not be supervising graduate student teaching assistants.
    - The name of the faculty mentor available to provide guidance and feedback to the student
2. The Chair of Graduate Council approves or denies the appointment, and forwards their recommendation to the Graduate Dean.
3. The Graduate Dean approves or denies the appointment notifying the School Dean, Graduate Council Chair and the program of their decision. The Graduate Dean and Graduate Council are expected to maintain records of the decision.