

Petition to Appoint a Graduate Student as Instructor of Record for Upper Division Undergraduate Courses

Approval must be obtained from the Graduate Council and Graduate Dean before the appointment of a graduate student to instruct an upper division course. For additional details, please see [name of GC policy]. To avoid delays in approval, the following should be met.

Graduate Student Name _____

Name of Program in which will teach _____

Program Contact Information

Name _____

Phone number _____

Email address _____

Request to serve as an Instructor or Record

Course Name _____

Course Number _____

Semester and Year _____

Appointment Criteria

1. The individual has advanced to candidacy for the Ph.D. Yes No
 - a. If no, please provide the anticipate 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.

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

Signatures

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 __

Undergraduate Council: Approved __ Denied __

Graduate Council Chair: _____ Date: _____

Undergraduate Council Chair: _____ Date: _____

For Vice Provost and Graduate Dean

Date petition received: _____

Approved __ Denied __

Dean's Signature: _____ Date: _____