



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.

Signature of College or School Dean/Representative

Date