

## **POLICY FOR APPOINTING A GRADUATE STUDENT AS INSTRUCTOR-OF-RECORD**

For each graduate student who is nominated to be an Instructor-of-Record, the appropriate department chair will forward to the dean's office:

- a one-page CV,
- the proposed teaching assignment for the upcoming term (summer, fall, or spring), and
- a statement of the graduate student's qualifications to teach. The statement on qualifications should certify that the graduate student has completed UNIV 400—Professional Development for Graduate TAs. If necessary, it is acceptable for the graduate student to be enrolled in UNIV 400 in the same semester as the teaching assignment.

Upon approval by the Dean of the College, the graduate student will be listed as Instructor-of-Record.

These guidelines relate to a graduate student who has earned the master's degree or its equivalent. The Instructor-of-Record in a course taught by someone not yet at that level should be a faculty member who is mentoring the graduate student. In the event that the graduate student does not meet the degree requirement or cannot schedule UNIV 400 simultaneously with teaching, the Vice Provost for Undergraduate Education will decide if the graduate student can be appointed as the Instructor-of-Record, a justification for which having been provided by the department chair.

Approved:  
October 10, 2013 - A&S Executive Committee  
October 31, 2013 – Faculty in the College of Arts and Sciences