

Student Name: _____ Student ID: _____ Class: _____

**Committee on Courses of Instruction
Policy on the Appointment and Use of Graduate Student Instructors**

“Graduate student instructor” (GSI) refers to a graduate student having primary responsibility for the teaching of a course, either a Teaching Fellow or Associate In, not a Teaching Assistant.

The principles outlined below are designed to permit flexibility in staffing courses and to provide teaching opportunities for graduate students, a valuable component of professional development. However, CCI believes that good educational policy requires that Senate faculty regularly teach in the core of each major program. Regular involvement of Senate faculty in the undergraduate curriculum contributes to excellence and continuity, and ensures that Senate faculty have the first-hand knowledge needed to exercise effective curricular oversight. In addition, excessive use of graduate instructors limits faculty interaction with majors and prospective majors, making it difficult for students to get faculty guidance and appropriate letters of reference, and limits the opportunities of students to interact with established scholars.

CCI criteria for approval of graduate student instructor appointments are as follows ¹ :

- For Associate In Ph.D. Students

1. A master's degree or equivalent training
2. At least one year of college teaching experience, either as an instructor or a teaching assistant

- For Associate in MFA Students

1. Should be in their second to last or last quarter.
2. 1 year of teaching or equivalent training to instruct lower division courses

- For Teaching Fellow

1. Advancement to candidacy for the doctorate.
2. At least two years of college teaching experience, either as an instructor or a teaching assistant

- For both Associate In and Teaching Fellow

3. Teaching is judged to be very good or better based on evaluations from the three most recent teaching quarters
4. Course sponsoring unit attests to the student's competence to teach the course in terms of both subject knowledge and teaching ability.
5. Designated Faculty Mentor has signed the oversight and mentoring agreement.

Process

Determine if CCI approval is required by answering the following:

For Lower Division Courses

Are all 5 CCI criteria for either Associate In or Teaching Fellow are met?

Yes No

- *If yes*, CCI gives blanket approval, and it is the responsibility of the divisional dean and the department to ensure that the five criteria are met.
- *If no*, use GSI Appointment Request Form (page 2 and 3)

For Upper Division Courses (Note, conditions 4 and 5 are mandatory)

Has CCI previously approved this student to teach the upper-division course in question (not a different course) and are conditions 1-5 met?

Yes No

- *If yes*, CCI gives blanket approval, and it is the responsibility of the divisional dean and the department to ensure that the five criteria are met.
- *If no*, use GSI Appointment Request Form (page 2 and 3)

The normal routing of requests is from the department chair to the appropriate divisional dean, and from the divisional dean to CCI. Concurrence of the Graduate Dean (a brief email suffices) must be sought prior to the request moving to CCI.

¹ Per Systemwide Senate Regulation, SR 750 and per APM 410 and CAPM 700.411.

GSI Appointment Request Form

Incomplete forms will be returned to the requester. The following documents must accompany this request:

- Candidate C.V.
- Graduate Division Confirmation
- Required signatures (can be electronic email confirmation)

Student Information

Student's Name: _____
Last First

Title: Teaching Fellow Associate In

AIS Student ID Number: _____ Quarters Served in a GSI/TA Title: _____

Confirmed Student is in Good Standing & making normative progress to degree

Course Information

Course Sponsoring Agency: _____ Quarter to be offered: _____

Course Number: _____ Course Name: _____ Expected enrollment: _____

Major requirement this course satisfies (if any): _____ General Education requirement this course satisfies (if any): _____

Candidacy (Teaching Fellow only)

Date student advanced to doctoral candidacy: _____ Expected date of advancement (if not advanced): _____
(Provide Graduate Division confirmation that candidate may be appointed to GSI Title)

Teaching¹

In order to prevent duplication of labor, CCI asks that evaluations of the student's teaching history be reviewed prior to sending the request to CCI. CCI does not require the physical evaluations, only review and confirmation that they are "Very Good" or better by the requester.

- Teaching history:

*Example text: Fall 2010 – TA for Psych 100 x% of students rated the instructor's teaching effectiveness as Very Good or Excellent.
Fall 2009 – TA for Psych 1 was admin TA for this course, evaluations not requested.*

- As judged by the attached evaluations, is the student's teaching very good or better?

- Give a brief assessment of the student's competence to conduct the entire instruction of the course in terms of subject knowledge and teaching ability.

Research

- Assess the student's research competence as it relates to this course.

Waiver of Criteria For Approval (if needed)

- Please state which of conditions 1-3 are not met and justify why they should be waived. (Note that conditions 4 and 5 are mandatory)

¹Per APM 410 Teaching Fellows must have at least two years of college teaching experience, either as an instructor or a teaching assistant.

Per CAPM 700.411, Associate Instructors must have at least one year of college teaching experience, either as an instructor or a teaching assistant.

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Faculty Oversight and Mentoring

The appointing unit agrees to provide faculty oversight and mentoring to the GSI.

At a minimum, this entails appointing a faculty member who will:

1. oversee the course description, reading list, and final grades and evaluations;
2. review the last three sets of student evaluations for the appointee and meet prior to the beginning of the course to discuss any issues;
3. meet with the GSI before instruction begins to discuss course content, pedagogy, logistics, tests and assignments, grading and evaluation, and the faculty code of conduct;
4. conduct one class visit, and follow-up meeting with the GSI, during the first two weeks of the teaching quarter;
5. be available to discuss matters related to the course throughout the quarter;
6. act as formal supervisor of any TA associated with the course; and
7. provide the (optional) written assessment of the TA's employment performance, excluding evaluation of a TA's own academic work. If an employment evaluation is completed, it must be included in the TA's Employment File.

**[NOTE: The appointing unit must communicate the evaluation criteria and procedures for written employment evaluations to the TA. New and revised criteria and procedures must be forwarded to the Labor Relations Office for notification to the union.]

CEP recommends that no more than three GSIs be assigned to one mentor to ensure that each GSI can have regular access to the mentor's guidance and support

Name and signature of the on-going faculty member who has agreed to oversee instruction *Faculty mentor must receive a copy of this page*

Print Name	*Signature	Date
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*I understand by agreeing, I have created an electronic signature, to oversee the work of this appointment in compliance with CCI's policy.

Student Name: _____ Student ID: _____ Class: _____

Required Signatures

Requester (Course Sponsoring unit head) *Signature Date

*I understand by confirming, I have created an electronic signature that agrees with this appointment recommendation for CCI to review.

Graduate Divisional Dean *Signature Date

*I understand by confirming, I have created an electronic signature, confirming the student's criteria has been met for CCI to review.

Divisional Dean *Signature Date

Summer Session Dean Hughey

*I understand by confirming, I have created an electronic signature approving this appointment recommendation for CEP to review.

Incomplete forms will be returned to the requester

The CCI deadline for submission of requests is the end of the 4th week of the quarter prior to the quarter in which the course is to be taught, for example, the 4th week of spring quarter for a course to be offered in fall. For Summer Session, the deadline is the end of January.

Course-sponsoring units should bear in mind that CCI approval is not automatic. It is strongly suggested sponsoring units have an alternate plan in mind for mounting the relevant course if needed.