

**Committee on Educational Policy  
Policy on the Appointment and Use of Undergraduate Teaching Assistants**

“Undergraduate Teaching Assistant” (UTA) refers to an undergraduate student appointed in the capacity of a Teaching Assistant. The Committee on Educational Policy (CEP) approves the appropriateness of instructors for classes (SCB 13.17.5), including appointment of UTAs.

Prior to requesting that an undergraduate be hired to as an UTA (Teaching Assistant, title code 2311), departments must ensure that there are no qualified graduate students available for the position. Questions associated with the process by which to determine that no qualified graduate students are available should be directed to the Division of Graduate Studies.

**Undergraduate Teaching Assistant Appointment Request Form  
Please enter names separately, first and last in their own respected fields.**

Student’s name: First: \_\_\_\_\_ Last: \_\_\_\_\_ Department \_\_\_\_\_  
Course: \_\_\_\_\_ Quarter: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ %Time: \_\_\_\_\_  
AIS Student ID: \_\_\_\_\_

1. Name and signature of the instructor of record who has agreed to oversee the work of the UTA.

\_\_\_\_\_  
(first) (last) (signature)\*

\*My signature, whether in writing or transmitted electronically, agrees to oversee the work of this appointment in compliance with CEP’s policy.

2. What General Education requirements does this course satisfy?

3. Has the student taken the course before? If so, please describe their performance in the class and or append a course evaluation. If not, what criteria qualify this student to teach this course?

4. What is the number and size of the sections for this course?

5. What will the students grading responsibilities be?

6. Is there department training?

[SB 750.E: No student may serve as a reader or assistant in a course in which the student is enrolled].

CEP will strive to provide decisions on requests for UTA appointments within 7 working days.

Policy approved by CEP on April 7, 2011 and updated on October 2014.

Department Chair / Director

\_\_\_\_\_  
(signature)\*

My signature, whether in writing or transmitted electronically, approves the appointment in compliance with CEP's policy.

Divisional Dean / Provost

\_\_\_\_\_  
(signature)\*

\*My signature, whether in writing or transmitted electronically, approves the appointment in compliance with CEP's policy.