

**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, CEP 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.

**CEP criteria for approval of graduate student instructor appointments are as follows.<sup>1</sup>**

**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 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:**

All 5 CEP 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 (below)**

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<sup>1</sup> Per Systemwide Senate Regulation, SR 750 and per APM 410 and CAPM 700.411.



**Teaching:**

Per 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.

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 requestor.

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 students 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).

**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:

- a) oversee the course description, reading list, and final grades and evaluations;
- b) review the last three sets of student evaluations for the appointee and meet prior to the beginning of the course to discuss any issues;
- c) 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;
- d) conduct one class visit, and follow-up meeting with the GSI, during the first two weeks of the teaching quarter;
- e) be available to discuss matters related to the course throughout the quarter;
- f) act as formal supervisor of any TA associated with the course; and
- g) 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.]**

Name and signature of the on-going faculty member who has agreed to oversee instruction.

**Faculty mentor must receive a copy of this page:**

\_\_\_\_\_  \_\_\_\_\_  
 (name)Print Name \*(signature)

\*I understand by agreeing, I have created an electronic signature, to oversee the work of this appointment in compliance with CEP's policy.

\_\_\_\_\_  
(date)

