

Committee on Courses of Instruction
Faculty Oversight and Mentoring Agreement
for Undergraduate Courses
(revised December 2020)

The appointing unit agrees to provide faculty oversight and mentoring to the GSI/TA.
At a minimum, this entails appointing a faculty member who will:

1. Oversee the course description, reading list, and submission of final grades and optional narrative 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 within the first third of the teaching quarter.
5. Meet again with the GSI and with the TA(s) (if any) in the second half of the quarter to discuss how the course is going. Be available to discuss matters related to the course throughout the quarter.
6. Act as formal supervisor of any TAs associated with the course. This includes ensuring that the TAs are given reasonable assignments by the GSI and confirming that the TAs do their jobs. If the department expects the instructor to evaluate the TAs, then being the supervisor also includes ensuring the assessment is done properly by the GSI.
7. Provide a short-written assessment of the GSI's employment performance, excluding evaluation of the GSI's own academic work. This evaluation will be included in the GSI's Employment File. CCI recommends that these evaluations should be kept internally within the division and/or department.

NOTE: The appointing unit must communicate the evaluation criteria and procedures for written employment evaluations to the GSI. New and revised criteria and procedures must be forwarded to the Labor Relations Office for notification to the union upon request. Departments should maintain these records internally.

To ensure that each GSI can have regular access to the mentor's guidance and support, CEP asks that no more than two GSIs be assigned to one mentor in a term unless the mentor is compensated or the service is recognized.¹

Faculty Mentor:

Faculty Mentor Email Address:

Date the Faculty Mentor Will Begin Serving as the GSI's Mentor:

Faculty Mentor Confirmation:

Please attach correspondence from the faculty mentor confirming they have read, understand and agree to the Faculty Mentor Agreement above. The faculty mentor must commit to mentoring the graduate student during their teaching assignment in accordance with the Faculty Mentor Agreement.

¹ This is currently a best practice recommendation and will fully go into effect in Fall 2021. For Summer Session, this policy is modified to allow for the chair to oversee or appoint and compensate a faculty member to oversee.