Graduate Student Instructor Teaching Request Form

Please use the following form to seek CCI approval for a graduate student teaching assignment.

To complete this form, you will need the following information on hand:

1. Graduate student and course information
2. Graduate student C.V. (pdf)
3. Teaching Evaluations from 3 most recent quarters (if applicable) (pdf)
4. A brief description of the student's competency to teach the course
5. A brief assessment of the student's research competence as it relates to the course
6. Confirmation from a faculty member willing to serve as the student's faculty mentor (pdf or email confirmation)

Once submitted, this form will be routed to the appropriate authorizers for approval before reaching CCI for review and approval. For information regarding this process, and the GSI teaching assignment policy, please visit:

https://senate.ucsc.edu/committees/ci-committee-on-courses-of-instruction/gsi-teaching-assignment-policy.html

If you have any questions, please contact CCI Analyst Kiyana Modes at kmodes@ucsc.edu or 9-3431.

The name, username and photo associated with your Google account will be recorded when you upload files and submit this form.

* Required

Requester Information

Please complete the following form fields with the information about the requesting department contact.

Requester First Name *

Your answer
Student Information

Please complete the following form fields with the information of the graduate student instructors.

Requester Last Name *

Your answer

Department or College *

Choose

Course Sponsoring Unit Head Email *
Please provide the email address of the department chair or provost.

Your answer

Student First Name *

Your answer

Student Last Name *

Your answer

Student ID Number *

Your answer
Student is in Good Standing and making normative progress to degree *

☐ Yes

Student Type *

☐ Ph.D. student

☐ Masters degree student

CCI Criteria for Ph.D. Students

Please review the following criteria and select each that has been met by the graduate student to determine the appropriate teaching title.

Criteria for Associate In

A Ph.D. student must meet all 5 criteria to be considered for a Teaching Fellow appointment without CCI approval.

☐ 1. The graduate student has a master’s degree or equivalent training.

☐ 2. The graduate student has at least one year of college teaching experience, either as an instructor or a teaching assistant.

☐ 3. The graduate student's teaching is judged to be very good or better based on evaluations from the three most recent teaching quarters.

☐ 4. The course sponsoring unit attests to the graduate student’s competence to teach the course in terms of both subject knowledge and teaching ability.

☐ 5. The designated Faculty Mentor has signed the oversight and mentoring agreement.
Criteria for Teaching Fellow
A Ph.D. student must meet all 5 criteria to be considered for a Teaching Fellow appointment without CCI approval.

☐ 1. The graduate student has been advanced to candidacy for the doctorate.

☐ 2. The graduate student has at least two years of college teaching experience, either as an instructor or a teaching assistant.

☐ 3. The graduate student's teaching is judged to be very good or better based on evaluations from the three most recent teaching quarters.

☐ 4. The course sponsoring unit attests to the graduate student's competence to teach the course in terms of both subject knowledge and teaching ability.

☐ 5. The designated Faculty Mentor has signed the oversight and mentoring agreement.

Criteria for Masters Degree Students

A masters degree student must meet all 5 criteria to be considered for a teaching appointment without CCI approval.

Criteria for Masters Degree Students *

☐ 1. The graduate student is in their second to last or last quarter.

☐ 2. The graduate student has 1 year of teaching or equivalent training to instruct lower division courses.

☐ 3. The graduate student's teaching is judged to be very good or better based on evaluations from the three most recent teaching quarters.

☐ 4. The course sponsoring unit attests to the graduate student's competence to teach the course in terms of both subject knowledge and teaching ability.

☐ 5. The designated Faculty Mentor has signed the oversight and mentoring agreement.
Course Information

Please complete the following form fields with details of the course requested for the graduate student teaching assignment.

Graduate Student Teaching Title *
Based on the criteria from the previous section, please select the appropriate teaching title for this graduate student.

☐ Teaching Fellow

☐ Associate In

Is this request for Summer Session? *
If yes, please select "Summer Session" for Division below.

☐ Yes

☐ No

Division *
If this request is for summer, please select "Summer Session" instead of the Division.

☐ Summer Session

☐ Arts

☐ BSOE

☐ Humanities

☐ Physical & Biological Sciences

☐ Social Sciences

☐ Undergraduate Education (Colleges)

Course Number *
Please provide the department or college prefix as well as the course number (e.g. CMPS 101).

Your answer
Course Name *
Your answer

Quarter to be Offered *
Choose

Year to be Offered *
Choose

Expected Enrollment *
Your answer

Major requirement this course satisfies (if any)
Your answer

General Education requirement this course satisfies (if any)
Choose

Waiver of Criteria For Approval (if applicable)
If criteria for a graduate student teaching assignment have not been met, please state which conditions have not been met and provide justification for why they should be waived.
Your answer

Type of Course *
- Lower Division Course
- Upper Division Course
Lower Division Course Teaching Assignment

If all 5 CCI criteria have been met by the graduate student for either an Associate In or Teaching Fellow, CCI gives blanket approval to the department and the divisional dean.

Have all 5 CCI criteria been met for either Associate In or Teaching Fellow in the previous section? *

- Yes
- No

Upper Division Course Teaching Assignment

If the graduate student has previously been approved to teach the requested course, CCI gives blanket approval to the department and the divisional dean.

Has the graduate student been previously approved to teach the requested course? *

- Yes
- No

Graduate Student Teaching Appointment

Please complete the following form fields with details of the graduate student teaching assignment.
Graduate Student C.V. *

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Quarters Served in a GSI/TA Title *

Choose

(Teaching Fellow Only) Date student advanced to doctoral candidacy

Date

mm/dd/yyyy

(Teaching Fellow Only) If not advanced, expected date of advancement

Date

mm/dd/yyyy

Percentage of "Very Good or Excellent" Teaching Evaluations *

Please indicate the percentage of teaching evaluations in which students rated the instructor's teaching effectiveness as Very Good or Excellent based on evaluations from the three most recent teaching quarters.

Your answer

Teaching Evaluations from 3 Most Recent Quarters

Evaluations of the student's teaching history must be reviewed prior to sending this request to CCI, and must demonstrate that their teaching is judged to be "very good or better" based on evaluations from the three most recent teaching quarters. These evaluations are reviewed by the Divisions before CCI review.

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Competency to Teach Course *

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.

Your answer
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 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 GSI associated with the course.
7. Provide the (optional) written assessment of the GSI's employment performance, excluding evaluation of a GSI's own academic work. If an employment evaluation is completed, it must be included in the GSI's Employment File.

*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.

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.

Faculty Mentor

Your answer

Faculty Mentor Email

Your answer
Mentor Date *

Date

mm/dd/yyyy

Faculty Mentor Confirmation *
Please attach correspondence from the faculty mentor confirming their commitment to mentoring the graduate student during their teaching assignment, based on the responsibilities listed above.

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