

Graduate Assistantship:
Teaching Associate
Academic Preparation Certification Form



Semester _____ Year _____ Department _____

Name of Instructor _____ Status: Full-time or Half-time _____

Academic Degrees (Major and Institution) or Relevant Coursework

For Graduate Teaching Associates: Provide course title(s) and course number(s) (limited to 6 hours (or 2 courses) for graduate teaching associates).

SACSCOC Credentials Guidelines 3.7.1 The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching associates: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Undergraduate Instruction

Appointee is a graduate teaching associate holding a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline. Appointee must have direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned or periodic evaluations.

Appointee holds, at minimum, a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

Documentation of Academic Preparation - Must Be Attached to Hiring Instrument or on File

The highest degree earned or 18 graduate semester hours in the teaching discipline, must be linked directly to the courses being taught.

All new graduate associates designated as instructor of record must submit official transcripts of all degrees/graduate hours, to qualify for appointment.

International Candidates

The college dean accepts the international credentials as presented by the candidate. International transcripts/diplomas that have been translated into English and evaluated by a foreign credential verification company are required. Dean's Initials_____

Proficiency in Oral and Written Communication

TTU Policy 274 requires that "all graduate assistants are proficient in oral and written English."

Appointee meets TTU requirements for oral and written English proficiency.

Proficiency in Online Teaching

If this faculty member is to teach online courses, training in the University supported course management system and/or documented prior experience teaching online is required prior to the first day of the teaching assignment.

Appointee meets online teaching requirements.

Appointee is not scheduled to teach online courses.

Approval:

Department Chair Date_____ Date_____

College Dean _____ Date_____