

TA Credentials and Evaluation Form

Per SACSCOC Policy

SACSCOC Credential Guidelines for Graduate Teaching Assistants

- Master's degree with a concentration in the teaching discipline (only applicable for undergraduate course instruction), or
- A minimum of 18 graduate semester hours in the teaching discipline (only applicable for undergraduate course instruction);
- Doctoral students with professional experience in the field **and are ABD** (can instruct graduate level courses pending submission of proper supporting documentation)
- Direct supervision by a faculty member experienced in the teaching discipline;
- Regular in-service training; and
- Planned and periodic evaluations by mentoring faculty

The academic credentials above are primary and in most cases will be the standard qualification for graduate teaching assistants; however, other types of qualifications may prove to be appropriate. The information requested below will provide justification in cases where there are exceptions to the SACSCOC qualifications as listed above.

Please attach the TA's CV to this form.

Graduate Student Name _____ C-Number _____

School/College _____ Department Name _____

HAS appropriate SACS credentials.

- Has completed 18 graduate-level credits in the same area of the course being taught (only for undergraduate level instruction).
- Holds a master's degree in the same area of the *undergraduate* level course(s) being taught.

DOES NOT HAVE appropriate SACS credentials, but has appropriate experience and training.

enter years _____ years of documented professional experience as a enter position held _____

- Recognized excellence in the subject matter taught (please attach letter of rationale).
- Other—subject to approval by UM's SACS liaison (please describe in detail).

DOCUMENTATION IN STUDENT RECORD

- TA supervision by faculty member experienced in the teaching discipline has been documented.
- A plan to evaluate the TA's teaching has been prepared and documented.

Name of faculty member supervising/evaluating _____

REVIEW AND APPROVALS

Department Chair or Graduate Program Director

Approve Disapprove

Reviewed by OAA to ensure compliance with SACSCOC policies and procedures.

Academic Dean

Approve Disapprove

Initials

Date

Executive Director of Assessment and Accreditation

Approve Disapprove