



## Credentialing of Graduate Assistants/Associates

- Graduate Teaching Assistants/Associates who are instructors of record must hold a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline, and will be directly supervised by a faculty member holding appropriate qualifications in the teaching discipline, will receive regular in-service training, and will receive planned and periodic evaluations.
- Graduate Teaching Assistants/Associates serving as instructors of record should be credentialed with documented qualifications in the same manner as other faculty, with the exception of the requirement for an updated CV.
- Graduate Teaching Assistants/Associates (GTA) may provide support to a qualified instructor teaching a graduate course, but the GTA may not be the instructor of record for a graduate course and may not assist with teaching a graduate level course in which the GTA might enroll at some time in their degree program.
- Graduate Teaching Assistant (**class code 9184**)  
In general, Graduate Teaching Assistants are masters-level or beginning doctoral level students who have completed 18 graduate credit hours and are assigned teaching duties. Graduate Teaching Assistants may be designated as a "primary instructor" for an undergraduate course.
- Graduate Teaching Associate (**class code 9183**)  
In general, Graduate Teaching Associates (9183) are advanced masters-level students or doctoral students who have completed 30 or more graduate credit hours. Graduate Teaching Associates may be designated as a "primary instructor" for an undergraduate course.

Exceptions may be made for individuals who do not meet the above qualifications but who are considered by the department to possess other demonstrated competencies and achievements that provide documented evidence to support effective teaching and student achievement. All such exceptions must be approved in writing by the department chair and dean and placed in the instructor's departmental file.