



## POLICY & PROCEDURE DOCUMENT

NUMBER: 1.1130

DIVISION: Academic Affairs

TITLE: Graduate Assistant Instructor Credentials, Supervision, and Evaluation

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REVISED:

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### I. Purpose and Scope

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) specifies that graduate students who have primary responsibility for teaching a course must have appropriate academic credentials. At WKU, a *Graduate Assistant Instructor* is a graduate student who has a teaching assignment in which s/he independently presents the course materials, whether in a classroom or laboratory setting, and who has primary responsibility for assessing the performance of students in the course content areas. The purpose of this document is to describe the University's policy regarding the academic credentials and support activities required for Graduate Assistant Instructors.

### II. Policy

#### A. Credentials

1. Graduate Assistant Instructors must possess one of the following sets of credentials:
  - a. A master's degree in the teaching or related discipline; or
  - b. 18 graduate semester hours earned in the teaching or related discipline.
2. The faculty representing the program that offers courses with a given prefix are responsible for determining the fields in which the master's degree is held, or in which graduate hours have been completed, that are appropriate for teaching a course with that prefix.
3. The department head is responsible for ensuring that the student has any course-specific skills and training (for example, laboratory safety training) necessary for the assignment;

## B. Evaluation and Supervision

All Graduate Assistant Instructors must receive:

1. Initial training, which may be completed through one of the following:
  - a. Completion of the Best Practices in Mentoring & College Teaching (BPMCT) Program, offered by the Center for Faculty Development (CFD), or a similar departmentally-administered program approved by the CFD;
  - b. Completion of a full-semester course in applied teaching, resulting in at least two earned graduate credit hours with a grade of B or better. The Dean of Graduate Studies and Research has final approval for the use of this course following a recommendation from the GAI Training Committee of the Graduate Council;
2. Regular in-service training, which may be completed through one of the following:
  - a. Participation in seminars offered by the Center for Faculty Development;
  - b. Departmentally-based mentoring to assist the student in the teaching process;
3. Direct supervision by a faculty member experienced in the teaching discipline.
4. Planned and periodic evaluations. For more information on evaluation of Graduate Assistant Instructors, please see Policy 1.3070, Evaluation and Orientation of Student Teaching Assistants.

## III. Procedure

### A. Credentials

1. An "18 Hours in Graduate Coursework" web form must be completed to document the 18 hours in the discipline or related discipline.
2. For interdisciplinary courses for which there is no clearly related academic credentialing discipline, the evaluation of credentials is completed by a faculty advisory committee; see Policy 1.1111, Evaluation of Faculty Credentials.

### B. Evaluation and Supervision

1. The faculty member with the direct supervisory role must be identified on the Graduate Assistant Instructor application available from the Office of Graduate Studies and Research: <http://www.wku.edu/graduate/> .
2. For more information on evaluation procedures for Graduate Assistant Instructors, please see policy 1.3070, Evaluation and Orientation of Student Teaching Assistants.

## IV. Related Policies:

1.1111 Evaluation of Faculty Credentials

1.3070 Evaluation and Orientation of Student Teaching Assistants