



Verification of Qualifications-Graduate Teaching Assistants

This is to certify that _____ has met, or will meet by the end of the current term, the minimum requirements to be named the instructor of record for core-level courses in the Department of _____ beginning _____.

The student has or will have:

- met the SACS requirement of having completed 18 graduate hours in the field*
received pedagogical instruction in the field through one or more courses and/or experience as a graduate assistant in a course(s) under the supervision of a full-time faculty member.

The above named student agrees to meet any and all expectations and requirements of a regular faculty member in so far as he/she is responsible for the classes assigned in the program.

(Student's Signature) (Date)

The program director and department chair ensure that the GTA will be properly supervised and mentored during the period of the assignments.

(Program Director's Signature) (Date)

(Chair's Signature) (Date)

This completed form must be submitted to the Graduate Studies Associate (GSA) in the Dean's office of the respective college before the GTA is assigned any classes for the following term.

*The Southern Association of Colleges and Schools (SACS) has established minimum qualifications for faculty. This form documents that Graduate Teaching Assistants being appointed to The University of West Georgia meet these standards. [Please see Faculty Credentials and Guidelines, Comprehensive Standards 3.7.1 of the Principles of Accreditation, Approved: College Delegate Assembly, December 2006- http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf and the SACS 18 Hour Rule flow chart- http://graduate.ua.edu/admin/policy/20060501/schedule06.pdf].