

Tennessee Technological University

Graduate Teaching Associate Certification Form

This form is required before any graduate student may take full responsibility for instruction and evaluation in an undergraduate course. It is to be completed by the department with an initial instructional appointment and kept in the student's personnel file. All transcript(s), CV and other required documentation must accompany this form.

Per SACSCOC Credentials Guidelines, to qualify as a Graduate Teaching Associate, the graduate student must meet the credential standards provided below:

- Master's in the teaching discipline or 18 or more 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.

1. Name of Graduate Teaching Associate: _____ T# _____

2. Semester and year certification is needed: _____

3. Courses to be taught (course number and title) 6 credit hour/2 course limit: _____

4. Academic Degrees (listed by major and institution) that qualify Associate to teach: _____

5. Relevant Coursework that qualifies the Associate to teach: _____

6. Requirement Status for Graduate Teaching Associate in Undergraduate Instruction:
___ Appointee holds, at minimum, a master's degree in the teaching discipline.
___ Appointee has completed 18 or more graduate semester hours in the teaching discipline.

The appointee must have direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned or periodic evaluations.
Direct Faculty Supervisor: _____

Planned and periodic evaluations: _____

Planned in-service training: _____

7. Credential requirements for international students (if applicable):

___ The appointee's international academic credentials are adequate and acceptable as presented by the candidate. (International transcripts/diplomas that have been translated into English and evaluated by a foreign credential verification company are required.)

8. Proficiency in oral and written communication:

___ The appointee meets TTU requirements (Policy 274) for oral and written English proficiency.

9. Proficiency in Online Teaching (if applicable)

If this Teaching Associate is to teach online courses, training in the University supported course Learning Management System, iLearn, and/or documented prior experience teaching online is required prior to the first day of the teaching assignment.

___ The appointee meets online teaching requirements or has scheduled training.

Approved by:

Department Chair/ School Director _____ Date _____

College Dean _____ Date _____

Attach Transcripts and CV

Revised 01/2024