



## Request Checklist

Student Name:

Student ID:

Quarter/Year:

Hiring  
Department:

Student approved previously:      yes      no    If yes, list quarter and year:

Meets all TA requirements      Last 3 Qtr GPA:

Passed English proficiency exams      % Time of Appointment:

# of TA quarters previously taught:

Curriculum Vitae **(please attach)**

Graduate Program student is enrolled in:

Request signed by **Home Dept.** Chair or Graduate Advisor & **Hiring Dept.** Chair or Graduate Advisor, if different.

Approval of the hiring department Associate Dean

Course Name/Number:

Date advanced to candidacy:

Teaching evaluations **(please attach three most recent evaluations)**

Unofficial transcripts **(please attach)**

Faculty Supervisor:

Salary information included in memo.

Qualifications:

Master's Degree or equivalent training

At least one year of teaching experience (such as a Teaching Assistant) within or outside UCI

Appropriateness to teach course

Within normative time-to-degree

Address need to assign the course to a Teaching Associate instead of a regular instructional title faculty member

**Department Contact:**

**Extension:**

Graduate Division Staff Recommendation:

Approve

Deny

Exception processing procedures after approval (for Grad Division use only):

Record in exception log

Email department/SCOC upon approval

Send scanned copies to SCOC

Scan into student file

File copies in exception binder