

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