



Teaching Assistant – Instructor of Record Job Description Form

Employee Name:	ID Number:
Unit:	<input type="checkbox"/> New Appointment or <input type="checkbox"/> Re-Appointment
Supervisor:	Appointment Type: <input type="checkbox"/> Fiscal <input type="checkbox"/> Academic Year <input type="checkbox"/> Academic Term

Teaching Assistant – Instructor of Record (TA): Instructor of record and solely responsible for teaching courses and/or assigning grades. The assistant must have a master's degree or at least 18 graduate hours in the specified teaching field.

LIST ALL COURSES TO BE TAUGHT BY ABOVE TA-IOR DURING APPOINTMENT:						
CLASS #	SUBJECT	CATALOG NBR	SEC	DESC	GRADING BASIS	UNITS
1						
2						
3						

The student must have a master's degree or at least 18 graduate hours in the specified teaching field.

Please indicate how the student qualifies below:

MASTER'S DEGREE IN TEACHING FIELD: Type Name of Degree, Name of Institution and Award Date Here

OR

18 GRADUATE CREDIT HOURS IN TEACHING FIELD (list below)

COURSE PREFIX	COURSE NUMBER	HOURS EARNED	COURSE PREFIX	COURSE NUMBER	HOURS EARNED
1.			5.		
2.			6.		
3.			7.		
4.			8.		

English Proficiency Requirement (all NEW hires)			
HOW HAS ENGLISH LANGUAGE PROFICIENCY BEEN DETERMINED?			
<input type="checkbox"/> TOEFL of 100 <i>or</i> IELTS 7.5 <i>or</i> PTE 65	<input type="checkbox"/> Written English assessment using standardized, recognized measurements graded by appropriate assessor.	<input type="checkbox"/> Oral English assessment using standardized, recognized measurements graded by appropriate assessor.	<input type="checkbox"/> Analysis of written examples with a related oral question/answer session with an appropriate audience of assessors.
<input type="checkbox"/> Sample classroom instruction with related exchange involving an appropriate audience of assessors.			<input type="checkbox"/> Sample research presentation with related exchange with an appropriate audience of assessors.

_____ Graduate Assistant's Signature	_____ Date
_____ Supervisor's Signature	_____ Date