

**GUIDELINES FOR GRADUATE STUDENTS  
AS INSTRUCTORS OF RECORD**

Each spring the department chair will forward to the dean's office—for each graduate student who will be an instructor of record—a one-page C.V., a list of courses to be taught during the upcoming academic year, and a statement related to the graduate student's qualifications to teach. The statement on qualifications must certify that the student has completed UNIV 400—Professional Development for Graduate TA's. The requests will be reviewed and, upon approval, the graduate student may be listed instructor of record for the following year. (In the fall additional requests may be made for the spring semester only.)

These guidelines relate to graduate students who have earned the master's degree or its equivalent. The instructor of record in courses taught by those not yet at that level must be a faculty member mentoring the student.