



Teaching Qualifications - Graduate Teaching Associate

Please complete this form and submit it with the first Graduate Teaching Associate assistantship agreement and for subsequent Graduate Teaching Associate agreements if the instructor assignment changes or the teaching discipline changes. For students with an earned master's degree in the teaching discipline, submit this form for subsequent Graduate Teaching Associate agreements only if the teaching discipline changes.

Information

Name: _____ UCF ID: _____ Date: _____

Term(s) of Verification (GTA Appointment): Fall _____ Spring _____ Summer _____

Student will teach the following course(s) as instructor of record. Student must have met the educational requirements for SACS compliance. Note: Please verify that the final official transcript(s) are in ViewStar for all Earned Degrees.

Name of student's primary teaching discipline: _____ CIP of Discipline: _____

Earned Degree: _____ Year: _____ Institution: _____

Earned Degree: _____ Year: _____ Institution: _____

Total graduate hours completed in the teaching discipline: _____

If student does NOT have a master's degree in the teaching discipline, provide 18 hours of graduate course work in the teaching discipline. For students who may have grades of C+ or less in the 18 hours of course work, an informal explanation of the qualifications of the student must accompany the hiring package.

Course Prefix	Number	Credit Hours	Grade Earned

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Certification of Spoken English Competency:

SPEAK test score (minimum 55) or Versant test score (minimum 69): _____ Date of test: _____

Certification of Attendance at University GTA Training: Grader Assistant Associate

Instructor of Record Assignment

Course Prefix	Number	Section

Faculty Supervisor's Name: _____

Supervisor's EmplID: _____

Graduate Studies GTA Assessments: Current N/A: First appointment as GTA

For College of Engineering and Computer Science Only

Approval signature of the CECS Associate Dean is required before submitting the student's agreement in Workday.

Signature: _____ Return Email: _____

Dr. Charles Reilly, Associate Dean, Academic Affairs Office, College of Engineering and Computer Science