TA Credentials and Evaluation Form

Per SACSCOC Policy

SACSCOC Credential Guidelines for Graduate Teaching Assistants

- Master's degree with a concentration in the teaching discipline (only applicable for undergraduate course instruction), or
- A minimum of 18 graduate semester hours in the teaching discipline (only applicable for undergraduate course instruction);
- Doctoral students with professional experience in the field **and are ABD** (can instruct graduate level courses pending submission of proper supporting documentation)
- Direct supervision by a faculty member experienced in the teaching discipline;
- Regular in-service training; and
- Planned and periodic evaluations by mentoring faculty

The academic credentials above are primary and in most cases will be the standard qualification for graduate teaching assistants; however, other types of qualifications may prove to be appropriate. The information requested below will provide justification in cases where there are exceptions to the SACSCOC qualifications as listed above.

Please include the TA's CV and unofficial UM transcript with this form.

Graduate Student Name	_C-Number
School/College	Department Name

HAS appropriate SACS credentials.

Has completed 18 graduate-level credits in the same area of the course being taught (only for undergraduate level instruction).

Holds a master's degree in the same area of the *undergraduate* level course(s) being taught.

DOES NOT HAVE appropriate SACSCOC credentials, but has appropriate experience and training.

enter years	years of documented	professional ex	perience as a	enter	position held

Recognized excellence in the subject matter taught (please attach letter of rationale).

Other—subject to approval by UM's SACSCOC liaison (please describe in detail).

DOCUMENTATION IN STUDENT RECORD

TA supervision by faculty member experienced in the teaching discipline has been documented.

A plan to evaluate the TA's teaching has been prepared and documented.

Name of faculty member supervising/evaluating

REVIEW AND APPROVALS

Department Chair or Graduate Program Director

Approve Disapprove

Academic Dean

Approve Disapprove