Request to Appoint Associate-In (AI) to Teach Upper-Division Course

Student, Department and Course Information

1. Graduate Student ___________________________________________ PID _______________________

2. Department/Program Requesting Appointment ______________________________________________________________

3. Course Number __________ Course Title _______________________________________________ Quarter ________

4. Student Advanced to Candidacy (Date) _______________ TA training with CTD completed (date) _______________________

5. Total number of upper-division courses offered last academic year (excluding 195, 197, 198, or 199) ______________________

6. Total number of upper-division AI appointments within the department/program this year _______________________________

6. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty:
   NOTE: Please attach TA evaluation materials to this request.

7. List all courses taught by student as an AI, including lower division courses & courses taught in Summer Session
   NOTE: Please attach instructor evaluation materials (e.g. CAPE summaries) to this request.

Justification for Request

8. Please attach a memo providing the department/program’s justification for the request. In addition, please indicate below which of
   the following policy statements is the primary reason for the request:
   □ The appointment provides an opportunity for undergraduate students to benefit from the unusual talents or unique expertise
     of the graduate student.
   □ The appointment is used as a substitute for a faculty appointment only when it is impossible to make an appropriate
     temporary faculty appointment.
   □ The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her
     field of expertise.

Course Content and Student Expertise

9. Please indicate the applicant’s academic background, including his or her research/thesis topic, and how it relates to this course.
   Attach memo, if necessary.

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Department/Programs are responsible for oversight of the Associate-In. A faculty member in the department/program, or the
Department Chair/Program Director, must act as mentor to the student. The mentor is required to meet with the Associate-In at
regular intervals during the quarter, observe the graduate student in the classroom at least once, and submit a written assessment of the
student’s performance as course instructor to the Committee on Educational Policy.

_____________________________________/________       _____________________________________/________
Faculty Mentor/ Date           Department Chair/Program Director / Date