

Morehead State University

# Graduate Teaching Assistant

Certification of Credentials

## Instructions for hiring a Graduate Teaching Assistant (GTA)

- 1) A student may be hired as a GTA if he/she is expected to perform duties which may include full classroom responsibilities, instructional assistance in a laboratory or discussion session, or other related activities.
- 2) If the student meets the definition above, the department will complete and submit the Certification of Credentials for a Graduate Teaching Assistant form to Planning, Performance and Effectiveness, 206 HM.
- 3) GTA's are required to submit official transcripts **if the GTA will be listed as the faculty of record and/or assign final grades (please refer to no. 3 on the form)**. If this box is checked, Planning, Performance and Effectiveness staff will notify the Graduate School for the official transcript.
- 4) When submitting the PAR (either through PeopleAdmin or Colleague), please notate that the GTA form has been submitted.

**Morehead State University  
Certification of Credentials for a  
Graduate Teaching Assistant (GTA)**

Department \_\_\_\_\_

School/College \_\_\_\_\_

Name of GTA \_\_\_\_\_

MSU ID# \_\_\_\_\_

Highest Degree and Field of Study \_\_\_\_\_

This form documents that Graduate Teaching Assistants (GTAs) appointed to MSU meet minimum qualifications established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).  
*“Graduate teaching assistants: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.” (SACSCOC Guidelines on Faculty Credentials)*

- 1a.  The candidate holds a master’s degree or higher in the teaching discipline or any master’s degree and 18 semester credit hours in the teaching discipline; OR,
- 1b.  The candidate does not hold a master’s degree or higher, but has completed 18 graduate semester credit hours in the teaching discipline; OR,
- 1c.  The candidate has not completed 18 graduate semester credit hours in the teaching discipline, but has exceptional alternate credentials (attach detailed explanation of alternate credentials).

If the degree or credit hours in the teaching discipline are from an institution that is not accredited by a regional accrediting agency (such as SACS), attach an explanation describing equivalency that has been approved by the academic unit or designee.

If one of the above (1a, 1b, or 1c) is met and approved by the Academic Department Chair and College Dean, the GTA can be faculty of record for undergraduate courses and assign final grades. The Academic Department Chair or designee must then document that:

- 2a.  the GTA is under the direct supervision of a qualified faculty member experienced in the teaching discipline;  
Supervising Faculty Name \_\_\_\_\_
- 2b.  the GTA receives regular in-service pedagogical training (attach confirmed explanation and schedule of training);
- 2c.  the GTA is periodically evaluated for teaching performance (attach confirmed explanation and schedule for evaluating teaching of the GTA).

Additionally, the Academic Department Chair or designee must:

- 3.  provide **official transcripts** showing graduate degrees and courses in the teaching discipline are on hand or an explanation is attached. Required if GTA will be faculty of record and assign final grades.
- 4.  assure the GTA’s competency in written, and especially spoken English has been demonstrated to a level to properly and effectively communicate with all students in the class being taught.

\_\_\_\_\_  
Academic Department Chair or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Dean or Designee

\_\_\_\_\_  
Date

Return the completed form to

Planning, Performance and Effectiveness, SACSCOC Accreditation Liaison, 206 HM