

# MTSU GTA Academic Preparation Certification Form

Completion of this form is required for all graduate teaching assistants (GTAs) designated as instructor of record.

Term \_\_\_\_\_ Year \_\_\_\_\_ Department \_\_\_\_\_

M# \_\_\_\_\_ Full Name \_\_\_\_\_

Current Degree Program and Concentration

**Academic degrees:** List degree, major (as shown on transcript), institution (include city/state) and date of graduation or relevant coursework below. Documentation of academic preparation must be on file. Academic preparation--an earned graduate degree or minimum 18 graduate hours in the teaching discipline--must relate directly to the course(s) taught.

Master's degree(s)

Official transcript on file?\* Yes No

Bachelor's degree(s)

Official transcript on file?\* Yes No

\* Academic transcripts are held in the College of Graduate Studies for domestic students and the Office of International Affairs for international students.

**Assigned course titles(s) and course number(s).** Limited to 6 hours (or 2 courses) for GTAs.

**GTA instructors of record for undergraduate courses must have direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned or periodic evaluations.**

GTA instructor holds a master's degree in the teaching discipline.

GTA instructor holds a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline)

GTA instructor holds, at a minimum, 18 graduate hours in the teaching discipline.

GTA instructor qualifies for an exception to the educational requirement by other demonstrated competencies and achievements.

GTA instructor earned the GTA Teaching Preparation Certificate on \_\_\_\_\_

Term \_\_\_\_\_ Year \_\_\_\_\_ Department \_\_\_\_\_

M# \_\_\_\_\_ Full Name \_\_\_\_\_

**Academic qualifications or alternate justification for GTA instructors of record not meeting graduate hour requirements**

List below (course number, title, and credit hours) for a minimum of 18 graduate hours in the teaching discipline as shown on official transcript. If GTA qualifies for an exception to the educational requirement stated above by other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes, provide the justification in the space below and attach the supporting documentation to this request. For GTAs justified by alternative means, documentation may be more varied and include evidence of appropriate workforce experience, applicable licenses, relevant awards and recognitions, letters of reference which refer to the reason for the justification, and other documents which provide evidence to support the justification.

**International candidates**

The college dean accepts the international credentials as presented by the candidate. International transcripts/ diplomas translated to English and evaluated by a foreign credential verification company are required.

**Dean's Initials** \_\_\_\_\_

**Proficiency in oral and written communication**

MTSU Policy 207 requires that "all new faculty, full-time and part-time, as well as graduate assistants who will be in a position to instruct students, are proficient in the English Language."

GTA meets MTSU requirements for oral and written English proficiency

**Proficiency in online teaching**

If GTA is to teach online courses, training in the University supported course management system (currently Desire2Learn) and/or documented prior experience teaching online is required prior to the first day of the teaching assignment.

GTA meets online teaching requirements

GTA is not scheduled to teach online courses

**Approval:**

Department Chair

Date

College Dean

Date

Provost  
(if SACSCOC  
exception)

Date