

At its meeting of November 25, 1991, the Academic Senate approved the following Policy Recommendation presented by David McNeil for the Professional Standards Committee.

### **Guidelines for Teaching Associates**

Whereas, By Coded Memo FSR 91-17 (August 26, 1991: "Establishment of New Classification and Qualification Standard for Teaching Associate"), a new classification of excluded employee has been established; and

Whereas, Teaching Associates may "teach university courses and may also assist faculty or teaching staff with various professional and technical activities"; and

Whereas, The purpose of the new classification is to "provide currently enrolled or admitted CSU students with teaching experience in fields related to their advanced study"; and

Whereas, San José State University wishes to provide teaching opportunities for its best graduate students while simultaneously maintaining the highest possible standards of undergraduate instruction; therefore, be it

Resolved that,

- 1) Appointment to the teaching associate class will be limited to students in classified standing in a graduate degree program, who possess and maintain a GPA of 3.3 in coursework for which graduate credit is offered, who have prior teaching experience or coursework or workshops leading to competency in teaching in the discipline, and who are currently enrolled for at least three units of coursework. Students shall be appointed to no more than eight WTU's (and preferably three WTU's) as Teaching Associates in any given semester and shall serve for no more than four semesters as Teaching Associates.
- 2) Students may not earn academic or intern credit for serving as teaching associates.
- 3) Teaching Associates shall work under the supervision of an individual faculty member designated by the Department Chair. Such supervision will include periodic meetings between the supervising faculty member and each teaching associate over the course of each semester, as well as at least one classroom visitation by the supervising faculty member per section per semester.
- 4) The classroom performance of teaching associates shall be evaluated. This evaluation will include written evaluations by the supervising faculty member, as well as the use of the university's standard "Student Opinion of Teaching Effectiveness" surveys in each section.
- 5) Use of the Teaching Associate classification shall not result in the layoff of regular faculty.
- 6) The Office of Faculty Affairs and Graduate Studies and Research shall jointly survey the appointments and evaluations of Teaching Associates under this policy and report back to the Academic Senate during the Spring, 1993 semester.

**ACTION BY THE UNIVERSITY PRESIDENT: Approved by President J. Handel Evans on December 2, 1991.**