



**Policy Chapter:** Chapter 6 Faculty Affairs

**Policy Number and Title:** 06.020 Recruitment and Selection of Teaching Fellows and Teaching Assistants

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### **I. Policy Statement**

UNT is committed to teaching, advancing knowledge, providing the highest standards of excellence in higher education, and fostering intellectual and personal development. To realize these goals, UNT identifies, recruits, and selects highly qualified and diverse Teaching Fellows and Teaching Assistants in accordance with relevant university accreditation standards.

### **II. Application of Policy**

Teaching Fellows and Teaching Assistants.

### **III. Policy Definitions**

#### **A. Teaching Fellow (TF)**

“Teaching Fellow” and “TF,” in this policy, means a graduate student who may have direct student contact in a formal instructional setting and may be assigned primary responsibility for teaching a course for credit under the direct supervision of a faculty member or chair, and who receives regular in-service training and planned periodic evaluations; see [UNT Policy 06.024 Evaluation of Part-Time Instructors](#). A teaching fellow may be listed as an instructor of record.

#### **B. Teaching Assistant (TA)**

“Teaching Assistant” and “TA,” in this policy, means a graduate student who may not have primary responsibility for teaching a course for credit, but who may engage in instructional activities under the instructor’s direct supervision and provides general assistance to the instructional process, such as grading, tutoring, etc. A teaching assistant may not be listed as an instructor of record.

### **IV. Policy Responsibilities**

A. Each academic unit must meet minimum academic criteria required for TFs/TAs, in accordance with relevant accreditation standards for the unit and university. These criteria must be filed with each college/school and must be reviewed in alignment with reaccreditation schedules.

1. TFs who have primary responsibility for teaching a course and/or for assigning final course grades for such a course must have earned a minimum of 18 graduate semester credit hours (SCHs) in the discipline in which the TF is teaching. Whether a discipline satisfies this requirement is determined by the dean of the college/school in accordance with Southern Association of Colleges and Schools Commission on Colleges standards (SACSCOC).
2. Transcripts and other documentation validating qualifications (including letters of

recommendation, if required by the unit) must be obtained for all TF/TAs and must be retained as long as the TF/TA is employed. UNT transcripts and copies of official transcripts from other universities are located in the Office of the Registrar. Copies of transcripts from other universities are also on file in the Toulouse Graduate School. Each academic unit must retain unofficial copies of transcripts for all TFs/TAs in the unit.

3. Each unit must confirm the language proficiency for all TFs/TAs for whom English is not their primary language in accordance with [Texas Education Code §51.917](#) and [UNT Policy 06.023, Program for Teaching Personnel Whose Primary Language is Not English](#). English proficiency will be determined by UNT International Affairs. Language proficiency must be considered at the time of selection and appointment.
  - a. Language proficiency and communication skills of all TFs/TAs, for whom English is not the primary language, must be carefully monitored and supervised by the department chair or the chair's designee.
  - b. International students should be selected as TFs/TAs only after having been in residence one (1) long semester or two summer sessions. Exceptions may be made only upon approval of the dean of the college/school. If exceptions are made, the following procedures must be followed:
    - i. units must contact students via telephone call (with prior student notification) to obtain an indication of the student's ability to communicate in English; and
    - ii. a student's letter of appointment must contain a provision that the student, upon arrival on campus, demonstrate proficiency with spoken English sufficient to function in the classroom. Otherwise, the letter of appointment is void.
4. TFs/TAs must participate in college/school-wide or academic unit orientations as a condition of employment and must be informed of this condition in the letter of appointment. Individual academic units may establish additional academic and professional requirements as a condition of the position (including but not limited to enrollment in special courses or attendance at special seminars) provided the requirements are reasonably related to the responsibilities and are stated in the offer.
5. The minimum courseload for TFs/TAs in any long semester is nine (9) graduate SCHs. Upon written recommendation of the college/school dean or the dean's designee, the nine (9) SCH limit may be reduced to three (3) SCHs for the long semester for students who:
  - a. have completed an approved degree plan;
  - b. have completed all coursework; and
  - c. are either ready to take the qualifying examination and/or registered for thesis/dissertation.

Exceptions to these requirements must be approved by the Vice Provost for Graduate

Education and Dean of the Toulouse Graduate School.

Individual academic units may specify higher minimum loads provided that a supported graduate student is not required to enroll in more than nine (9) SCHs of organized graduate coursework or more than 12 SCHs total with the additional three (3) SCHs consisting of individualized or non-organized graduate coursework such as research, practicum, special problems, etc.

6. The total combined SCH enrollment and teaching assignment hours may not exceed the equivalent of 18 SCHs in any long semester.
7. No offer of a teaching fellowship or teaching assistantship is valid until the applicant has been admitted to the Toulouse Graduate School and to the applicant's academic unit. Applicants must be informed of this requirement in the letter of appointment.

**V. Resources/Forms/Tools**

[UNT English Language Proficiency Form](#)

**VI. References and Cross-References**

[Texas Education Code § 51.917](#)

[UNT Policy 06.023, Program for Teaching Personnel Whose Primary Language is Not English](#)

[UNT Policy 06.024, Evaluation of Part-Time Instructors](#)

[UNT Policy 06.043, Graduate Fellowship/Research Assistantship Load Specifications](#)

**VII. Revision History**

Policy Contact:	Asst. Vice Provost, Faculty Success
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