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 (TFs) and teaching assistants (TAs) in accordance with relevant university accreditation standards.

Application of Policy. TFs and TAs.

Definitions.

1. Teaching Fellow. “Teaching fellows” are graduate students that have direct student contact in a formal instructional setting and are charged with primary responsibility for teaching a course for credit under the direct supervision of a faculty member or chair, receiving regular in-service training and planned periodic evaluations. Teaching fellows are listed as instructors of record.

2. Teaching Assistant. “Teaching assistants” are graduate students who do not have primary responsibility for teaching a course for credit. They perform under the instructor’s direct supervision and provide general assistance to the instructional process, such as grading, tutoring, etc. Teaching assistants are not listed as instructors of record.

Procedures and Responsibilities.

1. Each academic unit shall meet minimal academic criteria required for TFs/TAs, in accordance with relevant accreditation standards for the unit and university. These criteria shall be filed with each college/school and shall be periodically reviewed.

   A. TFs who have primary responsibility for teaching a course and/or for assigning final course grades for such a course must have earned at least 18 graduate semester credit hours (SCHs) in their teaching discipline. Teaching discipline is determined by the dean of the appropriate college/school within Southern Association of Colleges and Schools Commission on Colleges criteria.

   B. Transcripts and other appropriate documentation of qualifications (including letters of recommendation, if required by the unit) shall be obtained for all TF/TAs, and shall be retained as long as the TF/TA is employed. UNT transcripts and imaged 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 will retain unofficial copies of transcripts for all TFs/TAs in the unit.

C. Language competencies for all non-native speakers of English who seek TFs/TAs must be assured. In alignment with Texas Education Code §51.917, Faculty Members Use of English and UNT Policy 06.023, Program of Assistance for Teaching Personnel Whose Primary Language is Not English, English proficiency will be determined by UNT International. Language competency shall be given careful consideration at the time of selection and appointment.

1. Language competencies and communication skills of all TFs/TAs, for whom English is a second language, shall be of primary concern to the departments and are to be carefully monitored and supervised by the department chair or their designee.

2. International students should be selected as TF/TAs only after having been in residence one (1) long semester or both summer sessions. Exceptions may be made only after approval of the dean of the college/school. If exceptions are made, the following procedures should be adhered to:
   a. Telephone contact should be made by the unit (preferably with prior warning to the student) to obtain an indication of the student's ability to communicate in English.
   b. Letters of appointment shall contain a provision that the student, upon arrival on campus, must demonstrate a facility with spoken English sufficient to function in the classroom. Otherwise the letter of commitment is void.

D. TF/TA participation in college/school-wide or academic unit orientations shall be stated as a condition of employment in the letter of appointment. Individual academic units may make additional TF/TA stipulations such as enrollment in special courses or attendance at special seminars.

E. The institutional requirement for a minimal load of academic work for TF/TAs in any long semester is nine (9) graduate SCHs. Upon written recommendation of the college/school dean or their designee, and approval of the vice provost of the Toulouse Graduate School, the minimum registration limit may be reduced to three (3) SCHs for the long semester for students who: (a) have filed an approved degree plan, (b) have completed all course work, and (c) are either ready to take the qualifying examination and/or registered for thesis/dissertation.

The total combined course load enrollment and teaching assignment may not exceed the equivalent of 18 SCHs in any long semester. Each academic unit may specify
higher minimal loads so long as the specified loads do not exceed Texas Higher Education Coordinating Board established standards, which specify that supported graduate students may not be required to enroll in more than 9 SCHs of organized graduate coursework or more than 12 SCHs total with the additional 3 SCHs consisting of individualized or non-organized graduate coursework such as research, practicum, special problems, etc.

F. No fellowship or assistantship is regarded as valid until the applicant has obtained admission to the Toulouse Graduate School and to the student’s academic unit. This statement shall be included in the letter of appointment.

G. Guideline for research assistants and graduate services assistants are located in UNT Policy 06.043, Research/Graduate Services Assistantship Load Specifications.

**Responsible Party:** Vice provost of the Toulouse Graduate School, deans, department chairs

References and Cross-references.
Tex. Educ. Code §51.917, Faculty Members Use of English
UNT Policy 06.043, Research/Graduate Services Assistantship Load specifications
UNT Policy 06.023, Program of Assistance for Teaching Personnel Whose Primary Language is Not English
UNT English Language Proficiency Form

Forms and Tools. None

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