UCLA Graduate Division

2021-22 Petition to Appoint a Departmental Scholar as a Teaching Assistant

Deadline to submit this request:	**SUMMER** 2 weeks prior to thebeginning of each session	**FALL** 9/13/2021	**WINTER** 12/6/2022	**SPRING** 3/6/2022

When the availability of qualified graduate students who are willing and able to serve as Teaching Assistants (TAs) is insufficient, departments and programs may hire qualified Departmental Scholars to fulfill these instructional duties rather than restrict enrollment in these courses. The appointment of Departmental Scholars to TA positions is permitted by exception and will be approved only under rare and compelling circumstances. For additional information regarding the Academic Senate Policy on Departmental Scholars TAs, please see page 16 of the Academic Apprentice Personnel Manual

Student Name:_____ UID:_____ Email: _____

Hiring Department:_____ Home Academic Department: _____

Course(s) _____ Summer ☐ Fall ☐ Winter ☐ Spring ☐

Eligibility Criteria (selecting no to one of the below criteria will result in automatic denial)

Admit Term as a Freshman: _____ Quarters completed (must be at least 12): _____

Admit Term as a Transfer: _____ Quarters completed (must be at least 6):_____

Completed 8 units of upper division courses towards undergraduate major: YES ☐ NO ☐

Has cumulative 3.5 GPA or higher YES ☐ NO ☐ Enrolled in 12 units: YES ☐ NO ☐

Student received adequate training and supervision by enrolling in the following:

Enrolled in 375: YES ☐ NO ☐ Enrolled in 495: YES ☐ NO ☐

Justification

Explain departmental efforts that were made to identify qualified graduate students for the position:

Explain why this departmental scholar is qualified to TA this course (s):

Name of Hiring Department Chair: _____ Date _____

Signature:_____

Name of Department Administrator: _____ Date _____

Email: _____

FOR GRADUATE DIVISION ONLY

Date Petition Received: _____ Approved ☐ Denied ☐

Signature:_____ Date: _____

Reason for Denial