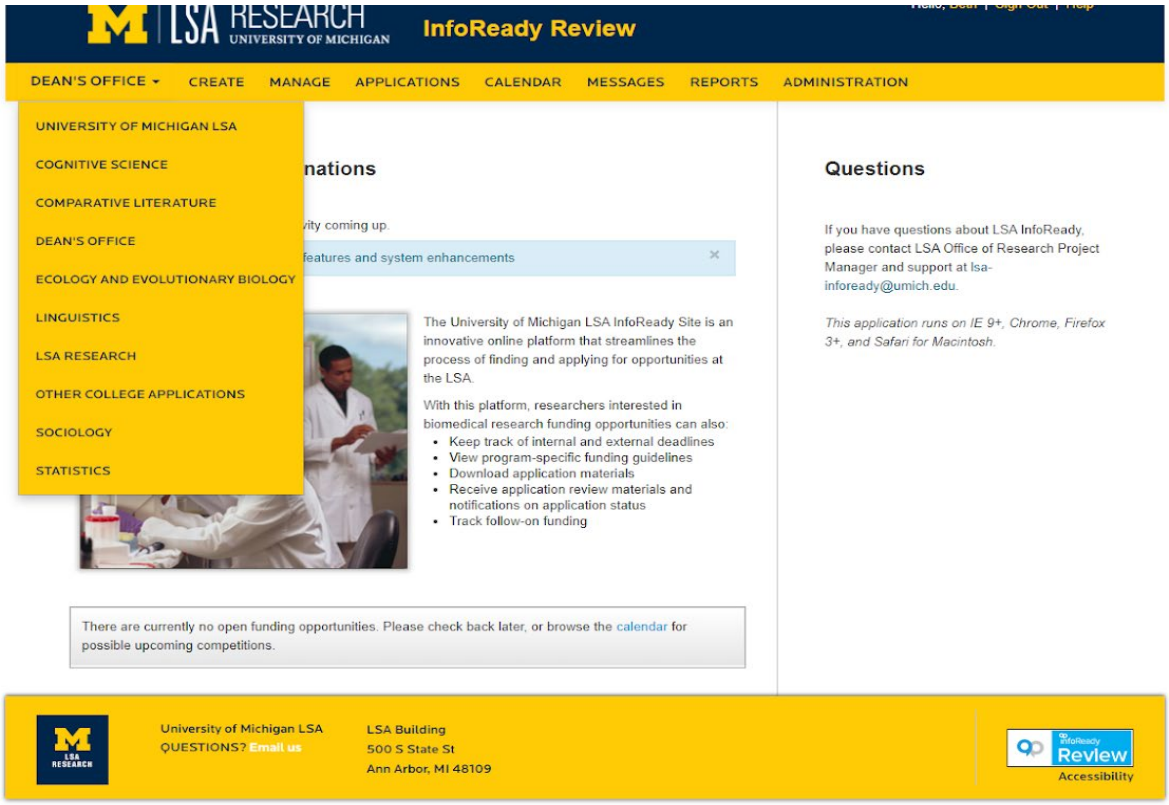
Graduate Students Teaching as Instructor of Record
| Online Application Form Information & Process |

Graduate students selected by departments to teach as the instructor of record for either an established or existing course or a course of their own design at the 300 or 400 level in LSA during any term (fall/winter/Term III) will be required to complete an online application form through the InfoReady Review application system.

Accessing the Application: The application form can be accessed online either directly through the InfoReady Review application system or via the link on the LSA Graduate Education website. Students will be required to login to the application system using their uniqname and password.

On the InfoReady Review page, students will select the **DEAN'S OFFICE** from the drop-down menu. Once they do so, they will be directed to the "**Applications and Nominations**" page where they can access the application.



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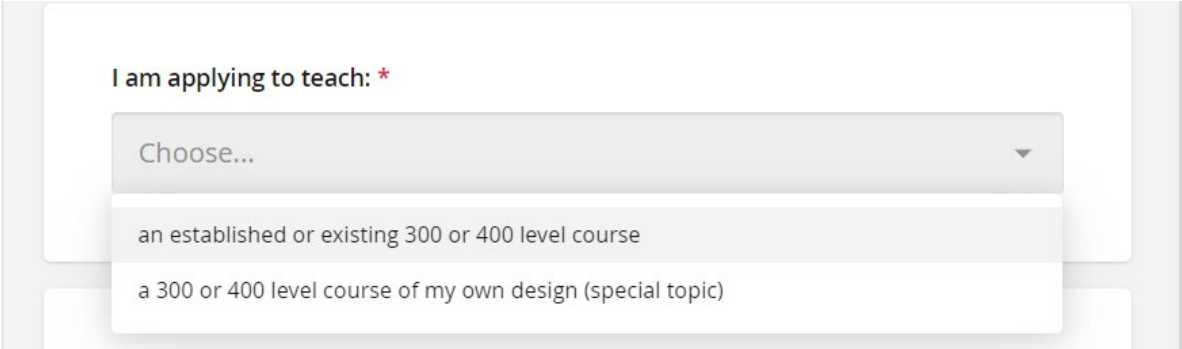
Application Process:

1) Departments who have identified and selected a student to teach as instructor of record will ask the student to complete and submit the online application form.

2) All students teaching at the 300 or 400 level must meet the LSA Training Requirements prior to teaching.

3) In the online form, students will select their appropriate application type. Those who are teaching a course of their own design will also be asked to upload a PDF of:
    a) Draft (or final) syllabus for the proposed course
    b) Teaching Philosophy



Note on application type:

An established or existing department course is one that is routinely taught in the department, but the instructor changes term to term. Much of the course content and objectives are expected to remain the same.

- Example: Medical Anthropology (ANTHRCUL 344)

A course of one's own design (special topics) is one designed from the ground up in consultation with a faculty mentor/supervisor and is most often based on a student's dissertation topic.

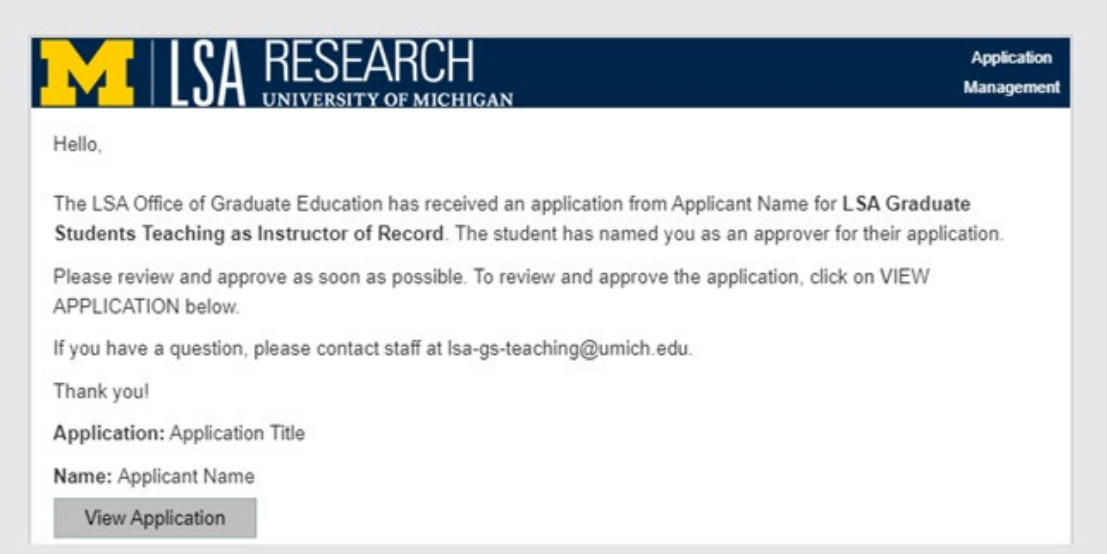
- Example: Topics in Asian Studies – "The Japanese Textbook Controversy in Historical Perspective" (ASIAN 480)

4) In the online application, students will provide the name and email for the following:
    a) their dissertation advisor
    b) director of graduate studies or the graduate chair
    c) instructional department staff contact (e.g., graduate coordinator, chief administrator, student services manager, etc.)
    d) their faculty supervisor/mentor (*if applicable; only for those designing their own course)

The above must all approve the application before it is to be reviewed by the LSA Dean's Office.

Application Approval Process:

1) Once the student submits the online application, department faculty/staff will receive an email from InfoReady Review notifying them that an application has been submitted. This email will contain a personalized link ("View Application") for the individual faculty or staff member to log on and approve the application (see below).



2) Once all faculty/staff approvals have been submitted, the application moves on for review by the LSA Dean's Office.

3) Final decisions will be emailed to applicants, the dissertation advisor, graduate chair, department contact, and faculty supervisor/mentor (if applicable) by the LSA Dean's Office.

Although applications are accepted on a rolling basis, they should be submitted in advance of the course being listed in the LSA course catalog, and with enough time to allow the LSA Dean's Office to review applications and make a decision.

Questions?

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