POLICY

SELECTION PROCESS FOR GRADUATE STUDENT INSTRUCTORS (GSIs)

October 2016

Prospective GSIs are encouraged to attend a GSI forum that will be held each semester as the first step in the process. This mechanism will ensure that students are familiar with the selection process and expectations. Postings will be made on the SEAS website to improve access to GSI opportunities for all students.

Faculty will receive a copy of their selection criteria along with the GSI applications for any course they offer. Faculty should update GSI criteria each semester. Students are encouraged to contact faculty with whom they are interested in teaching.

Faculty will review applications and rank up to four candidates for each GSI position. In addition to selecting their top applicants, faculty can list those applicants whose qualifications are not sufficient to serve as a GSI in the course. The Associate Dean or his/her designate will review GSI assignments based on faculty and student preferences. Faculty preferences should be heavily weighted in the GSI selection process in order to satisfy course needs. Faculty who wish to appoint a master’s student in favor of SNRE Ph.D. students who have applied for the position must provide a brief justification for the choice. The Associate Dean or designated administrator will be responsible for matching faculty and student preferences. If such matching materially changes the rank of students being selected (especially for courses with multiple GSIs), then the faculty member responsible for the course will be consulted about these changes. After this, a final review of allocations will be made by the Associate Dean.

Where there are similarly qualified candidates, the faculty member and the Associate Dean should be race and gender inclusive in the selection of the final candidates. Additionally, Ph.D. students should be prioritized for selection over master’s level students.

Unsuccessful applicants will be retained for consideration in the event that there are last-minute openings. Upon request, an unsuccessful applicant will receive, within fourteen (14) calendar days, a written explanation of the reasons for denial of employment, or an in-person interview if preferred.

Each year before GSI decisions are made, the faculty and the Associate Dean will be responsible for reviewing the progress of SEAS Ph.D. students towards their degrees. Students judged to be making inadequate progress will not be eligible for GSI positions. Progress will be determined by the Ph.D. milestones and timeline.

Ph.D. students will be limited to ten terms of General Fund tuition support, including such support received at the master's level. General Fund tuition support is defined as GSI/GSSA/non-sponsored research GSRA positions and Rackham fellowships such as the RMA, RMF, MELDI, and Regents. Master’s-level students will be limited to four terms of eligibility, and three-year MLA candidates will be eligible for six terms. Term limits will be enforced; students who have reached these limits will not be eligible for subsequent GSI positions. Students are required to disclose all General Fund support.
All GSIs are required to participate in the Examinations and Evaluations (course evaluation) process. The Associate Dean will review course evaluations at the end of each semester for both faculty and GSIs. If a problem with teaching performance is identified, the Associate Dean and responsible faculty member should make recommendations to help students enhance their skills. Steps for improving student teaching may involve:

1. Enrollment in CRLT workshops where students learn teaching techniques including lectures, guided group discussions, and the effective use of instructional technology.
2. Direct feedback on student's teaching performance and plan of action.
3. Independent feedback and a plan of action from CRLT.
4. A combination of the above strategies.

Students with poor teaching performance who do not carry through on plans of action to improve their skills will not be eligible for subsequent GSI positions.

The University will not discriminate against any employee for employment because of age, race, color, gender, religion, disability, height, weight, marital status, national origin, political persuasion or affiliation, sexual orientation, parental or pregnancy status, HIV antibody status, veteran status, membership in any social or political group or any other factor where the employee is otherwise qualified. The University of Michigan agrees to abide by the protections afforded employees with disabilities as outlined in the rules and regulations that implement Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Contact information for the Office of Equity and Diversity Services, phone: 734/763-0235.