

Graduate Student Instructor of Record (IOR) Workflow

Department Chair identifies graduate student to teach undergraduate course

Lower Division

Instructional Services (IS) Staff email SSHA Graduate Student Support (GSS) Staff w/names of planned graduate student IORs and their courses and request confirmation

GSS Staff email IS Staff to confirm paperwork is complete and IORs can be assigned to their courses

IS Staff submit [web request form](#) to add IOR names to schedule

Upper Division

New Appointment
Department Chair emails "[Petition to Appoint a Graduate Student as Instructor of Record for Upper Division Undergraduate Courses](#)" with all signatures to [Angela Dixon](#)

Re-Appointment
Department Chair emails graduate student name, course number and title, and confirmation that student is qualified to [Angela Dixon](#)

IS Staff update [SSHA Grad IOR Tracking Sheet](#), and emails petition to [Senate Office](#) (CC: SSHA Associate Dean, IS Staff, GSS Staff)

Senate Office submits requests to Undergraduate Council (UGC) and Graduate Council (GC) for approval

Senate Office sends approval recommendation to Graduate Dean

Senate Office sends final approval to School (IS Staff, GSS Staff, Graduate Dean and SSHA Associate Dean CCd)

IS Staff update [SSHA Grad IOR Tracking Sheet](#) w/approvals and emails GSS Staff to request confirmation that IORs can be assigned

GSS Staff email IS Staff to confirm paperwork is complete and IORs can be assigned to their courses

IS Staff submit [web request form](#) to add IOR names to schedule