

**Subject:** Implementation of GTA/GLA Credential Review System

**From:** Admin Memos <admmemo@UGA.EDU>

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**To:** ADMIN-MEMOS@LISTSERV.UGA.EDU

June 29, 2006

MEMORANDUM

**TO:** Deans, Directors, Department Heads and Business Managers  
**FROM:** Arnett C. Mace, Jr., Senior Vice President for Academic Affairs  
& Provost  
**RE:** Implementation of GTA/GLA Credential Review System

In early July, a new component will be added to the WebDFS electronic personnel system for all Graduate Teaching Assistants (GTAs) and Graduate Lab Assistants (GLAs). This GTA/GLA credential review process will help ensure and document that the institution is meeting SACS requirements for Instructors of Record. The credential review process will require the appropriate department head or graduate coordinator to verify if the GTA/GLA will be an Instructor of Record for an academic course. If the GTA/GLA will be an Instructor of Record, the specific course(s) must be listed and credentials for teaching must be verified (i.e., holds a master's degree in the teaching discipline, has completed 18 graduate semester hours in the teaching discipline, or special approval has been granted by SVPAA and documentation is on file in the Office of Faculty Affairs).

Credential review approvers must be department heads or graduate coordinators of each academic unit. Unit business managers already familiar with the WebDFS Personnel system will be responsible for setting up the credential review approvers in their units. In some cases, the business manager will need to request an IMS userid for the approver before this credential review process can begin. Instructions for completing the credential review process are available from the Office of Faculty Affairs website at <http://www.uga.edu/provost/facaffairs.htm> under "How-To Documents".

Questions regarding BOR/SACS requirements for Instructors of Record or UGA policies pertaining to this requirement should be directed to the Office of Faculty Affairs at 706-542-0547. Questions pertaining to executing the review process in the WebDFS system should be directed to the Departmental Financial Systems user support line at 542-6763.

Please distribute this memorandum to all relevant faculty and staff in your units.