

Section 8.03. Assistant Instructors

Assistant instructors are graduate students who serve as auxiliary teaching staff of the University. They are employed to meet instructional needs at the undergraduate level, primarily in the lower-division areas. The format for and content of their instructional service is established by the faculty. All duties and services of assistant instructors are to be carried out under established supervision and direction of departmental faculty.

Service as an assistant instructor does not relate to the acquisition of tenure nor to membership in a faculty. Nevertheless assistant instructors should be accorded recognition for their role in instruction, and departments should encourage their participation in deliberations relating to the nature and content of courses in which they provide service.

1. Qualifications. To be eligible for appointment as assistant instructor a nominee must hold a Master's degree or have attained an equivalent level of achievement in graduate study and professional accomplishment and must also have been admitted and enrolled in a doctoral program.

In addition, an assistant instructor shall have satisfactorily completed one semester of a course in teaching methods (398T) and shall have had at least one semester of service as a teaching assistant, or shall have had at least one year of teaching experience in an accredited college or school.

An assistant instructor must be in good academic standing and making satisfactory progress toward an advanced degree. An assistant instructor must be registered for at least nine semester hours during each semester of the long session and for at least three semester hours during any summer term in which he or she is employed. Requests for exception to these requirements must be made individually and in writing to the Graduate School. All such requests must carry the approval of the graduate adviser.

(This page should be substituted for the original page 25 in the Handbook of Operating Procedures.)

V. STANDING COMMITTEES OF THE GENERAL FACULTY

A. Composition and Function.

1. The composition and function of each standing committee shall be established by the University Council and approved by the President within the following categories:

Type A: Faculty Affairs (no student members)

Type B: Student Services and Activities
(substantial student representation,
but less than a majority)

Type C: Institutional Policy and Governance
(at least two student members)

2. Information regarding the composition and function of each standing committee is given in Policy Memoranda 1.501, 1.502, and 1.503.

B. Membership

1. Unless otherwise specified in Policy Memoranda 1.501, 1.502, or 1.503, faculty and administrative staff members of standing committees shall be appointed by the President from panels of names submitted by the Faculty Committee on Committees. All panels shall include at least two names more than required to make initial appointments and deemed necessary to fill any subsequent vacancies. Appointments shall be for two-year staggered terms, beginning in September. Unless otherwise specified below, the chairman of each committee shall be appointed by the President to serve two years. Individuals on modified service shall not be eligible to serve on standing committees when the membership is elected.
2. Except as provided in Policy Memorandum 1.502, all standing committee members from the student body shall be appointed by the President from panels of names submitted by the appropriate student committee. If any student panels have not

been submitted to the President by October 1, then the Dean of Students after consultation with student leaders shall supply the needed list or lists of names. All panels shall include at least two names more than required to make initial appointments and considered necessary to fill any subsequent vacancies.

3. Appropriate administrative officers, whether or not members of the General Faculty, shall be designated as administrative advisers to standing committees. Administrative advisers shall not have vote.
4. The President shall serve as an ex officio member of all standing committees. In addition, the Regents' Rules and Regulations may specify other administrative officials to serve as voting members of specific committees.

C. Reporting.

1. The standing committees of the General Faculty, except the Committee on Rules, shall be responsible to the University Council and any changes in the list of standing committees shall originate in the Council. An annual report from each committee shall be submitted to the University Council through the Secretary each spring, with a copy to the President and the chairman of the Committee on Committees.
2. The Committee on Rules shall be responsible to the General Faculty.