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**INSTRUCTOR APPROVAL REQUEST FORM FOR TEACHING ASSOCIATES**

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Date: \_\_\_\_\_

Name of Individual Initiating Form: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Graduate Unit Requesting Approval: \_\_\_\_\_ Program: \_\_\_\_\_

Name: \_\_\_\_\_ UNM ID: \_\_\_\_\_

Department or Graduate Unit: \_\_\_\_\_

Highest Degree: \_\_\_\_\_ University: \_\_\_\_\_ Year: \_\_\_\_\_

Date Doctoral Comps Passed: \_\_\_\_\_

NEW -- Curriculum Vitae (required)

RENEWAL

**Teaching Associate:** Reserved for doctoral level students who have been formally advanced to candidacy (Application for Candidacy approved; language/skill criteria met (if required); doctoral comprehensive exam passed). Must be hired on a TA contract through Grad Studies. Approval to teach graduate level course is limited to specific course and a specific semester, and must be renewed for each course and semester. Teaching associates may not serve on thesis, dissertation, or exam committees.

Course # and Title: \_\_\_\_\_

Semester: \_\_\_\_\_

Authorized Department or Graduate Unit Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized College Signature \_\_\_\_\_ Date \_\_\_\_\_

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**For Graduate Studies Use**

Verification of Advanced to Candidacy: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Assistantship Approved: Yes \_\_\_ No \_\_\_ Date: \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ Dean of Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_