

Quick Summary
Revisions to the Graduate Council's Policy
on Appointment and Mentoring of GSIs
Prepared by the Graduate Division

Background

At its 2005 March meeting, the Graduate Council made revisions to the Policy on the Appointment and Mentoring of GSIs (2003). Major changes and clarifications have been made in the following areas of the policy:

1. Section C2: 300-level Seminars on Teaching

First-time GSIs must either have completed or be enrolled in a 300-level semester-long pedagogy seminar on teaching in the discipline offered by the department. In those departments in which a low number of GSIs makes it infeasible to offer such a course, the pedagogy seminar should be taken in another department, with the advice and approval of the GSI's department and with the consent of the course instructor. The GSI Teaching and Resource Center will maintain a list of 300-level courses on its Web site. First-time GSIs who fail to pass the 300-level course must retake and pass the course before they are eligible to teach again.

The course would normally:

- be taught by a faculty member;
- address the practical and theoretical knowledge needed by new GSIs in the specific discipline;
- have a syllabus that specifies topics week by week, identifies readings, and describes the basis for evaluation
- have a meaningful number of units and student contact hours (2-4 units);
- have a course reader or textbooks;
- have specific assignments for which GSIs are accountable and on which GSIs will be graded.

Departments are required to apprise the Graduate Division each semester of the name of the faculty member teaching the course and to submit a copy of the 300-level course syllabus to the Graduate Division each time the course instructor changes. The GSI Teaching and Resource Center can assist departments in developing such 300-level courses through consultations, workshops, and grants.

The 300-level course requirement must be stated in letters of appointment for first-time GSIs.

2. Section C9: Orientation Conference for First-time GSIs

Every first-time GSI must attend the Orientation Conference sponsored by the GSI Teaching and Resource Center. An Orientation Conference is offered by the GSI Teaching and Resource Center each semester before classes begin. First-time

international GSIs (IGSIs) must attend the International Orientation Conference, scheduled before classes begin in the fall semester. Because the IGSI Orientation Conference is only held in the fall, departments should anticipate the spring appointments of first-time IGSIs and instruct them to attend in the fall. The requirement to attend these Orientation Conferences must be included in the GSI letters of appointment.

3. Section D: Assessment of GSIs by Faculty

1. First-time GSIs should be observed in the classroom by departmentally designated faculty and receive feedback on their teaching. Guidelines and workshops on how to conduct a classroom observation are available from the GSI Teaching and Resource Center.

2. End-of-semester evaluations of GSIs should be reviewed.

A departmentally designated faculty member should meet individually with GSIs whose reviews are below average to set up a plan for improvement of teaching skills. This may involve repeating the department pedagogy seminar, or other appropriate remedial action.

4. Section F: Policy Dissemination

Departmental Chairs should provide faculty members a copy of these policies along with specific department guidelines at the beginning of each semester that they teach courses with GSIs.

The full text of the revised policy can be found at:

<http://evcp.chance.berkeley.edu/GSIMentoringPolicy.pdf>

A copy of the policy or the URL where it can be located, along with specific department guidelines, should be included in each GSI letter of appointment.