MEMORANDUM:

TO: Deans in Academic Affairs and Health Affairs Schools
    Department Chairs, Directors of Graduate Studies
    Student Services Managers

FROM: Dwayne Pinkney, Vice Provost for Finance & Academic Planning
       Steve Matson, Dean of the Graduate School

SUBJECT: Document Requirements for Student Appointments—Form AP-2S and Routing

DATE: November 23, 2016

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that institutions document the credentials of individuals offering instruction for all classes where the individual is the instructor of record. To ensure that the university is compliant with this requirement, we are changing the process and documentation for graduate student teaching assistant appointments.

Effective immediately, to ensure compliance with the Policy on Qualifications of Course Instructors, departments are required to attach the modified EPA Student Appointment Certifications and Conditions of Employment form AP-2S to appointment actions for all EPA graduate student actions. See appendix A for a list of the EPA appointment codes and their definitions. The student codes in Connect Carolina have been expanded to accommodate the SACSCOC reporting requirements.

In addition to the AP-2S, a transcript must also be attached for EPA students who are offering instruction as the instructor of record on a course carrying academic credit in Connect Carolina (Teaching Fellow code 800172 and Senior Teaching Fellow code 800183). Appendix B provides a set of instructions on how to obtain the required transcripts. The AP-2S must be attached at the time of initial appointment to any of the graduate student job codes and again, along with the transcript, at the time of the initial appointment to either the teaching fellow or senior teaching fellow job codes.

The revised AP-2S form, dated 10/31/2016 includes the following changes:

- Specifies the job title and department/program to which the student is being appointed;
- Includes credit hours completed and verification that the 18 credit hour-requirement for appointment to teaching fellow codes has been met
  - Provide a transcript to document this;
  - Specifies that these AP-2S forms must also be approved by department/program chairs verifying that the credit hours are related to the instruction provided;
- Clarifies military selective service act requirements;

Please find, attached, a copy of the modified AP-2S form. The form can also be found on the Academic Personnel website http://academicpersonnel.unc.edu/faculty-related-forms/student-related-forms/. For questions please contact Frank Lewis (fllewis@email.unc.edu). All forms should be attached to the Connect Carolina ePar.
Appendix A

- **Instructional Assistant (800184):** Grading and other administrative responsibilities related to a course including lab assistance and setup; does not lead discussion sections
- **Teaching Assistant (800169):** Full responsibility for the recitation/discussion or lab sections which must be taken in conjunction with a lecture section
- **Teaching Fellow (800172):** Full responsibility for a course which carries academic credit (i.e. a lecture or lab section which can be taken for credit separately from the lecture section)
- **Sr. Teaching Fellow (800183):** Full responsibility for a course which carries academic credit and supervises other teaching or instructional fellows/assistants.
- **Graduate Assistant (800168):** Administrative responsibilities, not directly involved in classroom instruction
- **Research Assistant (800170):** Assists faculty member with research and/or scholarly work directly applicable to their graduate program training
Appendix B

- If a student has completed at least 18 post-graduate credit hours since enrolling at UNC-CH AND the course work is appropriately related to the instruction being provided, the academic program should obtain the student’s internal transcript from ConnectCarolina.
  - The department chair or Director of Graduate Studies in the academic program will be responsible for reviewing the transcript and indicating by placing an asterisk on the left which courses satisfy the 18 hour requirement and certifying that requirements have been met by signing the AP-2S form.
  - Attach a copy of the annotated transcript to the AP-2S form and submit at ConnectCarolina ePar.

- If a student has not yet completed 18 post-graduate credit hours since enrolling at UNC-CH that are related to the instruction provided AND will be appointed as instructor of record for a course at the University, the academic program should contact gradadmissions@unc.edu to request a copy of a student’s external transcript(s). A designated Graduate School representative will provide the requested transcript(s) via email.
  - The department chair or Director of Graduate Studies in the academic program will be responsible for reviewing the transcript(s), indicating by placing an asterisk on the left which courses satisfy the 18 hour requirement and certifying that requirements have been met by signing the AP-2S form.
  - Attach a copy of the annotated transcript to the AP-2S form and submit at ConnectCarolina ePar.