

History Department Policy on Mentoring and Evaluating Doctoral Student Instructors

Based on the UNC system and UNCG guidelines, the Department of History requires mentoring and evaluation of our PhD student instructors by a faculty member every semester. Records generated from mentoring and evaluating PhD student instructors will be placed in the student's departmental file. It is the responsibility of each PhD student instructor to obtain a Teaching Mentor when preparing to teach their own courses as part of their Teaching Assistant duties in the PhD program. Each student will have the same Teaching Mentor for the entire academic year. The Teaching Mentor will advise students as needed about all aspects of the course. Prior to each semester, the Teaching Mentor should review and approve of the syllabus to be used by the Teaching Assistant. The Teaching Mentor will also observe the student's teaching at least once each semester and provide constructive feedback to the student in a face-to-face meeting. The Teaching Mentor will provide a written evaluation of the student's teaching practices that will be placed in the student's departmental file once per year. At the start of each Spring semester, the teaching Mentor will meet with the PhD student instructor to evaluate the student's Fall teaching performance based on student evaluations and the Teaching Mentor's observations.