

**Graduate Students Teaching as Instructor of Record
| Online Application Form Information & Process |**

Starting February 2021, graduate students selected by departments to teach as the instructor of record for either an existing course or course of their own design at the 300/400 level in LSA during any term (fall/winter/Term III) will be required to complete an online application form through the InfoReady Review application system.

Accessing the Application: The application form can be accessed online either directly through the [InfoReady Review application system](#) or via the link on the [LSA Graduate Education website](#). Students will be required to login to the application system using their username and password.

On the InfoReady Review page, students will select the **DEAN'S OFFICE** from the drop down menu. Once they do so, they will be directed to the **"Applications and Nominations"** page where they can access the application.

Application Process:

- 1) Departments who have identified and selected a student to teach as instructor of record will ask the student to complete and submit the online application form.
- 2) All students teaching at the 300/400 level must complete the online form, and must select the appropriate application type. Those who are teaching a course of their own design will also be asked to upload a PDF of:
 - a) Teaching philosophy (2-pages)
 - b) Draft (or final) syllabus for the proposed course

Select Option ▾

* indicates required

*Please select your application type.

- Select an option - ▾

- Select an option -

Teaching a course of my own design (special topics course)

Teaching an established or existing department course

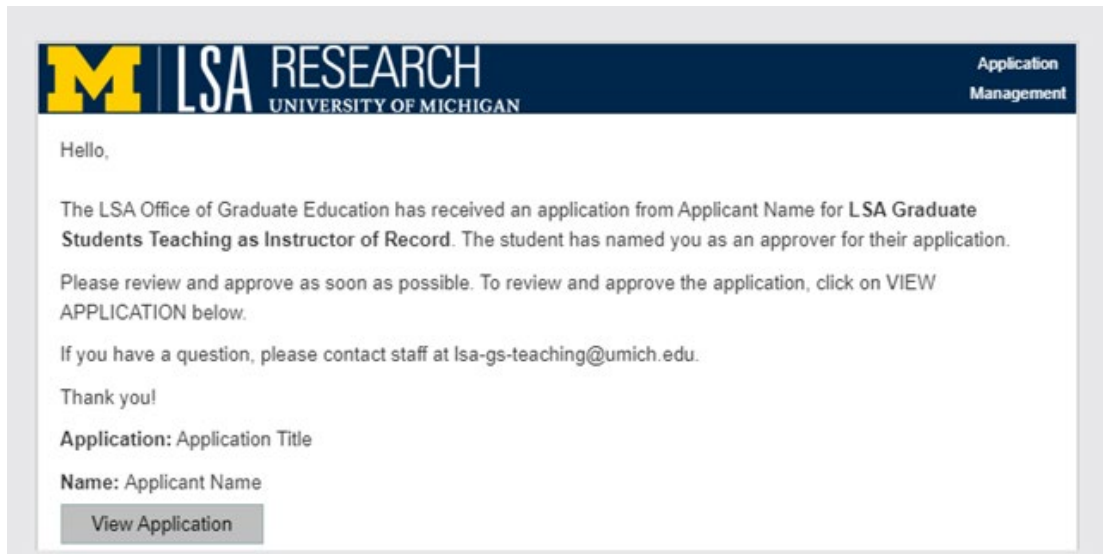
nts before beginning an application. Those
applying to teach a course of their own design must be a PhD candidate AND are expected to have
worked with a UM faculty supervisor/mentor to develop a "special topics" course (300/400 level) that is
based on their own research or dissertation topic that will help prepare them for the job market.

- 3) In the online application, students will provide the name and email for the following:
 - a) dissertation advisor
 - b) graduate chair
 - c) instructional department contact (e.g., graduate coordinator, chief administrator, student services manager, etc.)
 - d) faculty supervisor/mentor (*if applicable; only for those designing their own course)

The above must all approve the application before it is to be reviewed by the LSA Dean's Office.

Application Approval Process:

- 1) Once the student submits the online application, department faculty/staff will receive an email from InfoReady Review notifying them that an application has been submitted. This email will contain a personalized link (“View Application”) for the individual faculty or staff member to log on and approve the application (see below).



- 2) Once all faculty/staff approvals have been submitted, the application moves on for review by the LSA Dean’s Office.
- 3) Final decisions will be emailed to applicants, the dissertation advisor, graduate chair, department contact, and faculty supervisor/mentor (if applicable) by the LSA Dean’s Office.

Although applications are accepted on a rolling basis, they should be submitted in advance of the course being listed in the LSA course catalog, and with enough time to allow the LSA Dean’s Office to review and make a decision.

Questions?

lsa-gs-teaching@umich.edu

(Updated February 8, 2021)