

Departmental Reviews: Assessing Departmental Efforts to Mentor GSIs

The Graduate Council provides the following suggestions to assist departments in assessing their efforts in appointing, preparing, and mentoring GSIs. These suggestions are based on the [Graduate Council Policy on Appointments and Mentoring of GSIs](#) and are particularly helpful to departments in the self-study component of the Academic Program Review. Suggested questions to be addressed in the self-study document:

Selection and Appointment of GSIs

1. What process is used to choose/appoint GSIs?
2. What is the process for assignment of GSIs to specific courses?
3. What notifications about GSI duties, assignments, rights, training requirements, and resources are sent to GSIs and their faculty mentors upon appointment?

Evaluation and Oversight of GSIs

1. How are GSIs evaluated?
2. How are GSIs re-evaluated for a new appointment?
3. What procedures are in place for the review of evaluations of GSIs? What guidance is provided to GSIs whose work is deemed to need improvement?
4. Are GSIs observed in the classroom? What procedures are used?
5. If GSIs have substantial roles in the design of course syllabi, what processes are in place for the review of those syllabi?
6. How does your department give credit for or recognize the work of faculty in the evaluation and mentoring of GSIs?

Departmental 375 Course on Teaching

1. Does the department run a 375-level course designed to prepare first-time GSIs for teaching?
2. To what extent does this course adhere to the Graduate Council's criteria for such courses?
3. Does the course provide satisfactory teaching preparation for new GSIs in your discipline?
4. Has the course been approved for the Certificate in Teaching and Learning in Higher Education?

Faculty Mentorship of GSIs in Individual Courses

1. What are departmental mentoring expectations for faculty who teach with GSIs?
2. How are these expectations conveyed?
3. To what extent are these expectations met?

4. Does the department make faculty mentors of GSIs aware of the resources available to faculty on working effectively with GSIs through the GSI Teaching & Resource Center?

Other Departmental Efforts

1. Does your department offer additional workshops or fora to help GSIs develop their teaching skills?
2. Does your department maintain resource materials for GSIs?
3. What other steps does your department take that facilitate the professional development of graduate students as teachers?
4. Does your department routinely provide graduate students information about the GSI Teaching & Resource Center's programs, and encourage graduate students to take advantage of those programs?

Future Plans

1. What aspects of your department's system for the preparation, ongoing development, mentoring, and evaluation of GSIs could benefit from changes?
2. What steps should the department take over the next review period to improve in these areas?

Checklist: documentation departments may wish to include, if applicable:

- Departmental procedures for selecting, appointing, and evaluating GSIs
- Sample appointment letters for both new and continuing GSIs
- Sample supplemental notification letter
- End-of-semester evaluation form used by GSIs (only the form, not the results)
- 375 course syllabus
- Guidelines or checklist given to faculty to guide the work of GSIs
- List of departmental workshops or other departmental programs for GSIs
- Sample departmental materials developed for GSIs (hard copies or URLs)

The GSI Teaching & Resource Center stands ready to assist departments in all aspects of the training of GSIs throughout their careers at Berkeley. Please contact the center for assistance (gsi@berkeley.edu, 642-4456).