

Policy on Graduate Students with Merit Awards in the School of Education Serving as Primary Instructors

Teaching is a critical component of graduate education and training. Training future teachers is one of the central components of an EDD education and EDD students who pursue faculty positions are likely to spend a substantial portion of their professional life teaching and mentoring.

This policy outlines the conditions under which an EDD student, in receipt of a merit award from the School of Education, may qualify to serve as a Primary Instructor.¹ Qualified EDD students may only teach at the 100-300 course level at Loyola University Chicago.

An EDD student will qualify to serve as a Primary Instructor if they fulfill all of the following requirements:

1. The EDD student has either completed their master's degree in the field or has completed an equivalent level of coursework and/or degree requirements during their graduate degree as specified in the program's Graduate Handbook.
2. The EDD students have availed themselves of the pedagogical training offered by the School of Education before being a Primary Instructor in the classroom. During their first time as Primary Instructor, the EDD student must be concurrently enrolled in the School of Education Teaching Effectiveness Seminar unless this requirement is waived by their Graduate Program Director.
3. In their role as Primary Instructor, the EDD student must receive appropriate faculty supervision. The faculty supervisor should orient the EDD student to their unique roles and responsibilities (e.g., grade submission, reporting academic misconduct, Title IX reporting) before the start of the course and be available for ad hoc consulting and guidance during the semester of teaching. The supervisor should observe and provide feedback for at least one of the EDD student's classes if the student is in their first semester of teaching.
4. The EDD student serving as a Primary Instructor must be evaluated by their faculty supervisor. Each department/program must possess a procedure for evaluating the performance of the EDD student serving as a Primary Instructor. In addition, there must be a clear understanding among all concerned about what constitutes unacceptable performance. Each semester, the Graduate Program Director or Program Chair (or a person assigned to this task) should read the official course evaluations for each EDD student serving as a Primary Instructor and address quickly and directly any deficiencies or problems that they may reveal. An EDD student serving as a Primary Instructor is subject to the School of Education's policy regarding Teaching Assistantships, including non-renewal.

¹ This policy does not apply to individuals who are graduate students either at Loyola University Chicago or another university who are hired to be part-time instructors. All part-time instructors are subject to the Faculty Credentialing and Course Assignment Policy. Please consult the Office of Faculty Affairs with questions.

5. Graduate students who are receiving a merit award cannot receive additional compensation to teach courses as part-time faculty. Graduate students can either teach as part of their assistantship requirements or teach as part-time faculty without having an assistantship.
6. The EDD student must be in good academic standing to serve as a Primary Instructor.