ALBERTA SCHOOL OF BUSINESS PHD PROGRAM

TEACHING POLICY

All students in the Business PhD Program must gain teaching experience in the third and fourth years of their program. This requirement is a vital part of the training for an academic placement upon graduation. This policy outlines the activities that Business PhD students must complete in order to prepare for and successfully deliver their teaching duties.

All teaching assignments are contracted under the Graduate Students’ Association (GSA) Collective Agreement. Department Chairs are responsible for allocating teaching assignments, which may include acting as a Teaching Assistant under a Graduate Teaching Assistant (GTA) 12 hour/week appointment or as a Principal Instructor (PI) of an undergraduate or masters level course under a GTA-PI appointment.

The Faculty of Graduate Studies and Research (FGSR) administers the Graduate Teaching and Learning (GTL) Program. The GTL Program is a multi-tier program designed to help graduate students excel in their roles as teaching assistants and beyond. It is open to all graduate students and post-doctoral fellows. The workshops and courses are free of charge. Courses are graded as pass-fail and not-for-credit.

The FGSR program offers high quality teaching and learning workshops and courses presented by dedicated, inspiring and award-winning instructors.

Level 1: FOUNDATIONS – what you need to know to be a great teaching assistant.

Level 2: PRACTICUM – become a better teacher

Level 3: PEDAGOGY & COURSE DESIGN – become a principal instructor

Level 4: SCHOLARSHIP OF TEACHING & LEARNING – engage with teaching research and course development.

COMPLETION AND REPORTING

Students must complete Level 1 no later than the end of their third year in the Business PhD Program. Successful completion of each level is recorded on students’ transcripts, and all participants receive completion letters for each level that is recorded on their teaching dossiers. A copy of the Level 1 completion letter must be submitted to the Business PhD office by the end of the third year of the students’ program. Failure to do so may result in a reduction in funding in the fourth year.

Policy History
Discussed by Business PhD Policy Committee on April 9, 2020 and approved via email May 14, 2020.