

## **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 component of the training for an academic placement upon graduation. These guidelines outline 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.

Business PhD students may follow either option A or Option B, as set out below to prepare themselves for teaching Business students:

Option A: Complete GPS's Graduate Teaching and Learning Program ([GTL Level 1](#));

Option B: Complete 15 hours of workshops or seminars chosen by the student to improve existing teaching skills, plus 10 hours of mentorship and/or classroom observation with a supervisor or other faculty member.

### **COMPLETION AND REPORTING**

Students must complete either Option A or Option B prior to the start of their first teaching assignment in year 3 of their program and submit the Teaching Requirement Completion form to the Business PhD office. It is also mandatory that students complete the Workplace Violence and Harassment Prevention training module prior to their first teaching position.

If Option A is chosen, GPS will provide a letter of completion of GTL Level 1 which must be forwarded to the PhD office and copied to the student's area representative. Successful completion of GTL Level 1 will also be recorded on students' transcripts.

If Option B is chosen, students must document their attendance at a minimum of 15 hours of workshops or seminars that have been approved by their supervisor, teaching mentor, or area representative, and provide written confirmation from their supervisor or teaching mentor of the 10 hours of mentorship and/or classroom observation.

Courses counted towards completion of the Teaching Requirement are not eligible for credit toward the Ethics or Professional Development requirements.

The Business PhD Office will track completion to ensure students are prepared to teach in year 3 and report the progress to area representatives and department chairs when necessary if students have not completed prior to their first teaching assignment.

## **Policy History**

Updated and approved June 25, 2024 to reflect the FGSR change to GPS, and addition of the Teaching Requirement Completion Form.

Discussed and passed by Business PhD Policy Committee on January 17, 2022.

Replaces Teaching Policy approved May 14, 2020, Teaching Development in the Business PhD Program Policy April 18, 2013, formerly School of Business Teaching Development Program dated July 7, 2009.