

Name of Teaching Assistant
Applicable Quarter of Appointment
Department

<u>REQUIRED INFORMATION</u>	<u>FILL IN SECTION</u>	<u>CHANGES</u>
FACULTY SUPERVISOR (name/phone/email)		
COURSE ASSIGNED (name/title)		
LOCATION: Lecture: Section: Office/Staff Meeting:		
DAYS/TIMES on campus		
REQUIRED DUTIES (if apply) <ul style="list-style-type: none"> • Attend Lectures • Present Lectures • Preparation • Read/evaluate papers • Proctor examinations • Perform individual and/or group tutoring • Class/faculty visits • Maintain/submit student records (grades) 		
OTHER DUTIES		

A Teaching Assistant with a 50% appointment shall not be assigned a workload of more than 220 hours per quarter or 40 hours per week. The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter. This standard shall apply proportionately to other percent appointments.

In addition, a Teaching Assistant with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or more than 8 hours in any one day.

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TEACHING ASSISTANT JOB DESCRIPTION

Definition: An academically qualified and registered graduate student in full-time residence chosen for excellent scholarship and for promise as a teacher, who is assigned to assist in the delivery of instruction under the active tutelage and supervision of a faculty member. The majority of graduate students who perform instructional functions are assigned to the Teaching Assistant title.

Responsibilities: Assist the supervising faculty member by conducting discussion, laboratory, or quiz sections that supplement faculty lectures; and by grading assignments or examinations. Teaching Assistants may provide input into the development of assignments or exams, and hold office hours. No prior teaching experience is required for appointment. The final responsibility for the content of the course rests with the supervising faculty member. A Teaching Assistant is not independently responsible for the instructional content of a course, selection of assignments, planning, examinations, determination of student grades or decisions on grade appeals; and is not assigned full instructional responsibility for an entire course.

Faculty Supervisor

Date