

The Heller School for Social Policy and Management

Policy #: HS 12

Issue Date: October 26, 2018

Subject: Graduate Teaching Assistant (TA) Hiring and Compensation

Purpose: To establish clear, consistent and fair policies for hiring and compensating Graduate Teaching Assistants (TAs)

I. Hiring

- a. Teaching Assistants may only be hired by the Office of Academic and Student Affairs. Once the TA appointment has been approved by the Assistant Dean they will receive an appointment letter from the Assistant Director of Student Records and Enrollment.
- b. Faculty should submit requests for TAs to the degree program director for their approval. A brief job description must be included.
- c. Note re duties: If the TA is a student in the same program and cohort as students in the course, the TA may participate in assisting and providing feedback to student peers, but not grading them. A TA may not take a course at the same time as serving as a TA in the same course.
- d. The faculty member and program director must justify the need for a TA based upon one or more of the following criteria:
 - i. The course/module covers very technical material and students will need extensive assistance from TAs.
 - ii. Expected enrollment is 25 or more for a graduate course, or 35 or more for an undergraduate course. Classes with 50 or more students may request an additional TA.

** The TA should not be expected to perform the duties of the instructor, e.g., lecturing and assigning final grades.*
- e. The Program Director should then forward the request to the Assistant Director, Student Records and Enrollment for posting.
- f. The deadline for submitting the Approved TA requests is four weeks before the first day of class for the semester of the request (or the module of the request if second module). Given the numerous steps between the request and the hire, it is advisable to submit the request earlier if possible.
- g. TA positions will be posted within a week of receiving requests (i.e., no later than 3 weeks before the first day of classes for each semester/module). The posting will be for at least two weeks on the [Student Employment](#) website, if necessary sent out to any appropriate program listservs, and anywhere else of benefit.
- h. Job descriptions should include start and end dates, course name and number, and submitted directly to the Assistant Director, Student Records and Enrollment.
- i. All applicants will be informed if they have been hired or not at least ten days before the start of the class. Individuals offered a TA position will be asked to accept and to complete specific documents one week before the start of class and remit them to the

Associate Director of Operations (ADO).

II. Teaching Assistant Compensation

- a. TA's should be compensated equitably and appropriately, based upon the TA's program, the demand and in accordance with the following guidelines:
 - i. Master's Program: Hourly rate of \$15/hour
 - ii. Doctoral Program: PhD student compensation is dictated by the [Collective Bargaining Agreement with the SEIU](#). For the AY18-19 term, the doctoral rate is set at \$3,050 [Full Semester] or \$1,525 [Module]. More information and rates for future years can be found on the [Graduate School of Arts and Science \(GSAS\) website](#).

TEACHING ASSISTANT DUTIES & RESPONSIBILITIES

Purpose:

Provide teaching assistance for graduate-level courses.

Qualifications:

- Teaching Assistants must have successfully completed graduate-level coursework in the area to which they are assigned.
- Must be able to interact well with peers, professors and staff.
- Must be able to deal effectively with a variety of learning styles.
- Must possess excellent oral & written communication skills.
- Must be patient, responsible and organized.
- Previous teaching or tutoring experience strongly preferred.

Duties:

- Holding review sessions/office hours for graduate students.
- Helping individual students to complete course assignments.
- Attend class and/or lab sessions as required by the professor.
- Help maintain class LATTE page.

Plus other related work as assigned by professor in charge of course.

TEACHING ASSISTANT QUESTIONNAIRE

Instructor(s):

Course name and number:

Term and year to be offered:

If module, specify I or II:

What will your Teaching Assistants responsibilities be? (check all that apply)

- Help updating the syllabus, e.g., find new readings and materials, order cases, etc.
- Help set up the course on LATTE and troubleshoot issues with us.
- Read all course materials and attend all lectures
- Hold regular office hours
- Meet regularly with instructor
- Help prepare quizzes, handouts, assignments, exam questions
- Prepare and follow up on group work
- Advise students on term paper topics
- Follow-up assignments (deadlines, extensions, copy)
- Provide written feedback to students (individual comments, detailed solution sets)
- Conduct review sessions before exams
- Maintain grade and/or attendance records
- Proctor exams