

The Heller School for Social Policy and Management

Policy #: HS 13

Issue Date: January 8, 2019

Subject: Master's Teaching Assistant (TA) Policies and Procedures

Purpose: To establish clear, consistent and fair policies for hiring policies and procedures, and compensating Master's 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 of Academic and Student Services, they will receive information on how to formally apply online, if they have not already done so, from the Assistant Director of Student Records and Enrollment.
- b. Faculty should submit formal email requests for TAs to their Program Director for their approval. A brief job description must be included. Job descriptions should include start and end dates, course name and number.
- c. *Only current students are eligible to be hired as Teaching Assistants. 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. Once approved, the Program Director should then forward the formal request directly to the Assistant Dean of Academic and Student Services and Assistant Director of Student Records and Enrollment.
- f. The deadline for submitting the approved TA requests to the Office of Academic and Student Services 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 candidates will work directly with the Office of Academic and Student Services to be apply for the position through the [Student Employment](#) website, if they have not already done so, and to be formally hired.
- h. 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, Linda Purrini.

- i. TA candidates will be informed if they have been hired at least ten days before the start of the class directly from the Office of Academic and Student Services.

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.