

The Heller School for Social Policy and Management

Policy #: HS 13

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

Purpose: To establish clear, consistent and fair policies for hiring policies and procedures, and compensating CA/TAs

I. Hiring

- a. CA/TAs may only be hired by the Office of Academic and Student Affairs. Once the faculty request for a TA/CA has been approved by the Associate Dean the student will receive information on how to formally apply.
- b. Faculty/Program Directors should submit formal email requests for CA/TAs to the Associate Dean, Academic and Student Affairs, for approval.
- c. *Only current students are eligible to be hired as CA/TAs.
If the CA/TA is a student in the same program and cohort as students in the course, the CA/TA may participate in assisting and providing feedback to student peers, but not grading them. A CA/TA may not take a course at the same time as serving as a CA/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 technical material, and students will need extensive assistance from CA/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 CA/TA.

** The CA/TA should not be expected to perform the duties of the instructor, e.g., lecturing and assigning final grades.*
- e. The deadline for submitting the approved CA/TA requests to the Associate Dean is four weeks before the first day of class for the semester (or module). Exceptions based on enrollment will be considered on a case-by-case basis.
- f. CA candidates will work directly with the Office of Academic and Student Services to apply for the position through the Workday website. TAs will receive an appointment letter from the Associate Dean.
- g. First time [CA/TAs must complete required training](#) prior to the start of the course.

- h. When possible CA/TAs 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. CA/TA Compensation

- i. CAs: Hourly rate of \$16/hour
 - ii. TAs: PhD student compensation is dictated by the [Collective Bargaining Agreement with the SEIU \(please see Article 18 – WAGES\)](#). * Note that in accordance with the collective bargaining agreement for Graduate Assistant roles, your doctoral program may also assign you a role as a Research Assistant or additional teaching-related services in a second course, providing that such additional roles do not, together with your primary role, exceed 20 hours per week.
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GENERAL CA/TA DUTIES & RESPONSIBILITIES

Purpose:

Provide teaching assistance for graduate-level courses.

Duties may include, but are not limited to:

- Attending all class and/or lab sessions, as required by the instructor.
- Leading class discussions, labs, or review sessions independently or in collaboration with the instructor.
- Holding regular office hours to provide academic support, clarify course content, and assist with assignments.
- Providing timely and constructive feedback on student work, including assignments, papers, and projects.
- Working closely with students to help them strengthen research, writing, presentation, and web-based skills.
- Assisting in the design and facilitation of course activities, workshops, or small group work.
- Helping to manage the course learning platform (LATTE), including posting materials, managing submissions, and updating grades.
- Supporting assessment activities, such as creating rubrics, compiling grades, or preparing course evaluations.
- Coordinating with the instructor on course logistics, communication with students, and academic policies.
- Maintaining confidentiality and professionalism in all interactions with students and course materials.

Additional duties may be assigned depending on the specific needs of the course and the discretion of the faculty instructor.

Qualifications:

Candidates must demonstrate the ability to teach, lead, and facilitate graduate-level discussions effectively. They must be available to hold regular office hours and lead review sessions as needed. A strong command of the subject matter is required; candidates must have successfully completed the assigned course (or an equivalent) and demonstrated a high level of proficiency in the material.