Guidelines for Appointment of Teaching Assistants and Graders

(effective as of the Fall 2018 semester)

Teaching Assistants

RESPONSIBILITIES:

Includes grading and teaching required weekly section meeting with enrollments of about 30 students; attending all lectures; holding weekly office hours; assisting in the grading of all lecture course materials; and assisting the course instructor with a variety of instruction and classroom-related tasks.

QUALIFICATIONS:

Selected candidates must be actively seeking (enrolled in) an advanced terminal degree in a program relevant to the discipline for which they are employed. Teaching Assistantships are opportunities for future instructors. Appointments of post terminal degree candidates are considered on a case-by-case basis by the Provost.

PAY:

$3000 per lecture course. This pay may be adjusted if the required weekly sections vary from one per week, are not required, or some other reasonable variant in the grading workload or teaching expectations. Variations in the standard pay rate should be explained in the accompanying budget rationale and should include a description of the work to be performed.

APPROVAL OF POSITION REQUESTS:

During the annual budget planning process, Chairs/Directors may request Teaching Assistants for lecture courses with enrollments of **more than 30 students and/or with required weekly section meetings**. Chairs must submit requests for all Teaching Assistants, including for courses typically assigned a Teaching Assistant, in their annual budget requests.

HIRING PROCESS:

Send a completed appointment form along with the candidate's curriculum vita to the Office of the Provost, 110 Milbank. Appointment forms must be signed by the Department Chair/Program Director. The course instructor will serve as the Teaching Assistant's immediate supervisor.

Graders

RESPONSIBILITIES:

Includes grading papers and exams; consulting with instructors; attending lectures and assisting the course instructor with classroom related tasks.

QUALIFICATIONS:

Selected candidates must be actively seeking (enrolled in) an advanced terminal degree in a program relevant to the discipline for which they are employed. Appointment to the position of Grader is primarily an opportunity for future instructors. Appointments of post terminal degree candidates are considered on a case-by-case basis by the Provost.

PAY:

$1500 for courses with enrollment ranging from 30 - 59 students, and with no student contact; $3000 for courses with enrollment of 60 or more students, with no student contact. Variations in the standard pay rate should be explained in the accompanying budget rationale and should include a description of the work to be performed.

APPROVAL OF POSITION REQUESTS:

During the annual budget planning process, Chairs/Directors may request Graders for courses with enrollments of **more than 30 students**. Chairs must submit requests for all Graders, including for courses typically assigned a Grader, in their annual budget requests.

HIRING PROCESS:

Send a completed appointment form along with the candidate's curriculum vita to the Office of the Provost, 110 Milbank. Appointment forms must be signed by the Department Chair/Program Director. The course instructor will serve as the Teaching Assistant's immediate supervisor.