# OM 6.3.0 Role of Teaching Assistants

## Policy

Graduate students who also serve as teaching assistants perform valuable services for the University. Generally teaching assistants (TA’s) are assigned to assist the faculty in their teaching. Assistants may be involved in most of the activities related to teaching but are not expected to serve as a replacement for faculty or other staff members. The duties of teaching assistants are normally related to specific work assignments agreed upon by the teaching assistant and his or her supervisor. The spectrum of activities will encompass many of the duties listed below:

1. Teaching students in recitations or laboratories for no more than two different courses within the same session;
2. Grading and recording homework, laboratory reports, or exams;
3. Proctoring exams;
4. Holding office hours and help sessions for their students;
5. Preparing teaching material for their sections;
6. Setting up equipment and maintaining laboratories required for their TA assignments;
7. Performing administrative tasks to facilitate learning.

Teaching assistants are first and foremost graduate students. Therefore, teaching assistants and their supervisors should negotiate work schedules that are consistent with the academic careers of the students and take into account the duties listed above. A full-time teaching assistant load (comprising all associated duties) is an average of twelve (12) hours per week for fifty (50) weeks. Students receiving less than full stipend (and appropriate tuition) will have their loads reduced correspondingly.

Any other duties assigned require the approval of the appropriate department chair, school dean, and graduate school dean.

## History

Approved July 1984

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