

## **TA JOB DESCRIPTION 25%**

### **JOB DESCRIPTION**

A teaching Assistant is responsible for the conduct of recitation, laboratory, or quiz sections under the active direction and supervision of the faculty to whom final responsibility for the courses instruction has been assigned. A TA is not responsible for the instructional content of a course, for selection of student's assignments, for planning of examinations, or for determining the term grad for students. This position will begin on the first day of classes for the quarter appointed and terminates on the last day of the quarter (last day of finals).

### **25% Appointment**

A Teaching Assistant with a 25% appointment shall not be assigned a workload of more than 110 hours per quarter nor work over 20 hours in any one week or more than 4 hours in one day. The number of hours worked in excess of 10 hours per week may not total more than 25 hours per quarter.

In addition, a Teaching Assistant with an appointment of 50% or less shall not be assigned a workload of more than 40 hours in any one week or more than 8 hours in any one day.

This check sheet is designed to be distributed to all ASEs except those who are designated as the instructor of Record for the course.

### **SUPERVISION**

TA's are supervised by the faculty member in charge of all the sections. Problems, concerns, suggestions, or questions about all course aspects or policies - content material or references, grading practices, individual student needs, make-up policy, etc. are directed to the faculty member in charge. The faculty member is responsible for monitoring hours worked and approving time sheets.

### **EVALUATIONS**

Ta's will be evaluated during their last session of the quarter using the department survey form. The faculty member in charge will evaluate all TAs at the end of the quarter. Evaluations by the faculty member will state clearly the basis for the evaluation. All evaluations will be made available to the TA in a reasonable amount of time. All evaluations will be kept in the TA's permanent file in 1303 Hart.