

Article I: GTA and Instructor Expectations

Expectations of the GTA

1. *Start and end date of GTA appointment:* Teaching assistantship responsibilities begin one week before the 1st day of class and terminate the day after final grades are due. The GTA should communicate directly with the instructor of record to confirm these dates for their specific GTA assignment.

2. *Absences:*
 - a. Known absences or time conflicts (e.g., attending a conference, religious holidays, approved vacation time, etc.) should be brought to the attention of the instructor as early as possible so arrangements can be made.
 - b. Graduate student holiday, vacation, parental leave and sick leave policies are articulated on the School of Graduate Studies website. <http://www.case.edu/gradstudies/about-the-school/policies-procedures/>
 - c. A student receiving a 12-month stipend is eligible for 10 days of vacation per calendar year. The times between academic terms and the summer are considered part of the active training period and are not regarded as vacation time.
<http://www.case.edu/gradstudies/about-the-school/policies-procedures/>
 - d. For policies regarding the observance of religious holidays refer to <https://www.case.edu/registrar/calendar/prior-years/religiousholidays/>
 - e. In the case of an emergency, the GTA should communicate with the course instructor as soon as possible.

3. *General Etiquette*
 - a. GTAs are expected to respond in a timely manner to communications with the instructor and students in the course.
 - b. GTAs are expected to arrive on time to all classes, appointments, training sessions, etc.
 - c. If a GTA has a concern about his/her position, they should consult the grievance procedure (See article II)

Expectations of the Instructor of Record

1. The instructor of the course is responsible for training his/her GTA(s). The instructor should not assume that a GTA has been trained in how to use a course management system (e.g., Blackboard, Canvas, etc.), use the copy or scantron machines, grade assessments, or perform experimental protocols, etc.
2. If applicable, the instructor of the course should train GTA/UTA on safety protocols for each laboratory exercise, as well as fire safety compliance and emergency evacuation/situations.
3. The instructor should articulate clear expectations, protocols, instructions, rubrics, etc., so the GTA can accomplish his/her task.
4. The instructor should respect the time that GTAs are expected to allocate to his/her training each week.
5. If the instructor of record is concerned with a GTA's performance, they should consult the grievance procedure (see Article II).