

Article III. GTA and UTA Procedures and Policies

A. Protocol for GTA/UTA Requests

1. The GTA/UTA Assignment Committee (*hereafter GUAC*) will review GTA/UTA requests. The GUAC is to include one tenure-track faculty member, one instructor, and a staff member for administrative support.
2. The GUAC will make every effort to fill reasonable GTA and UTA requests pending funds and GTA/UTA availability.
3. Timeline for GTA/UTA assignments:

Fall Term:

- GTA requests will be sent to faculty by May 20th, stating the date when GTA/UTA request forms are due. A reminder email will be submitted one week later.
- GTA requests are due to the GUAC within 10 business days of when they were sent out.
- GTA request forms submitted after the due date will be marked late.
- The instructor of record will be notified if his/her request has been approved by the end of June. Requests not approved will also be notified accordingly.
- The GUAC will make an effort to assign specific individual(s) at this time, but specific placements may not occur until closer to the beginning of the term.
- GTA assignments have the potential to change due to unexpected circumstances, including but not limited to a change in grant funding and student availability.

Spring Term:

- GTA requests will be sent to the faculty by the 7th week of fall term, stating the date when GTA/UTA request forms are due. A reminder email will be submitted one week later.
- GTA requests are due to the GUAC within 10 business days of when they were sent out.
- GTA request forms submitted after the due date will be marked late.
- The instructor of record will be notified if his/her request has been approved, pending funds and GTA availability, by the end of the 10th week of the proceeding term. Requests not approved will also be notified accordingly.

Article III

- The GUAC will make an effort to assign specific individual(s) at this time, but specific placements may not occur until closer to the beginning of the term.
 - GTA assignments have the potential to change due to unexpected circumstances, including but not limited to a change in grant funding and student availability.
4. Late requests will be considered after on-time requests have been filled.
 5. All GTA assignments must go through the GUAC. Faculty member negotiations with students will not be considered. A faculty member may request a student, a student may request to be a TA for a specific course, but this must be done formally through the request and assignment process.

B. Time Commitment

1. On average GTA duties will be 15 to 20 hours per week. Duties should not exceed an average of 20 hours per week.

C. GTA Access to LMS and SIS

1. The instructor of record may grant a GTA(s) access to a Blackboard (LMS) site via the Blackboard Wizard.
2. Instructors of record who would like to have their GTAs enter grades into SIS must submit that permission request to Ms. Katie Bingman, the Department's Undergraduate Coordinator, who will submit it to the Registrar's office.

D. Examples of GTA Assignments

Laboratory GTA

Duties may include, but are not limited to:

- Prepping for the laboratory and/or recitation sections
- Teaching the laboratory section(s) and/or recitation
- Setting up labs
- Performing dissections
- Formulating lab protocols
- Grading lab reports and/or projects, etc.
- Entering grades into a course management system (e.g., Blackboard).
- Holding office hours or meeting with students
- Communicating with students in a timely and professional manner
- Reviewing safety protocols with students
- Laboratory clean up
- Revising and trouble shooting assignment

Lecture GTA

Duties may include, but are not limited to:

- Attending class
- Providing in-class support
- Preparing for class and/or recitation sessions
- Grading homework, in-class assignments, quizzes, projects, exams (exams may have short answer and/or essay components), etc. based on a written rubric/key provided to the GTA.
- Copying exams
- Alphabetizing assignments, exams, etc.
- Entering grades into a course management system (e.g., Blackboard).
- Holding office hours or meeting with students

Article III

Grader

Duties may include, but are not limited to:

- Copying exams.
- Grading exams, laboratory reports, projects, homework, quizzes, in class assignments, etc. based on a written rubric/key provided to the GTA.
- This particular position may include grading one or more assignments per week.
- Alphabetizing assignments/assessments.
- Entering grades into course management system (e.g., Blackboard).
- Please note that a grader is not expected to attend class.

Proctor and light grader

Duties may include, but are not limited to:

- Attending class to proctor assessments (3-8 assessments per term).
- Copying exams
- Grading scantrons exams
- Alphabetizing and preparing scantrons to be returned to students.
- Entering grades into a course management system (e.g., Blackboard).
- Grading 1-4 short assignments throughout the term based on a written rubric/key provided to the GTA.

IV. GTA Assignment Process

1. GTA or UTA requests for course enrollments of 10 or fewer students will receive the lowest priority. If funds and GTAs are available, pre-tenure faculty with lower enrollment courses will be given priority for GTA support over tenured faculty.
2. Attempts to identify and provide GTAs for upper-level courses that require specific skills will be assigned first. This will allow GTAs with specific expertise to be assigned to courses that would benefit from her/his skill set. However, these students may be reassigned to teach core BIOL labs (BIOL 214, 215, 216), when GTAs are limited.
3. Core labs (BIOL 214L, 215L and 216L) have the highest priority in terms GTA placements.

Article III

4. GTA positions will be filled based on estimated course enrollment and course format (e.g., laboratory, active learning, lecture, etc.).
5. The GUAC will also consider the request of the GTA when assigning TAs to courses. The GUAC will try to place a student in one of their 3 preferred courses. If this is not feasible, the GUAC will take this into account during the next GTA assignment process the following term.

V. UTA Assignment Process

1. The number of UTA positions available depends on funds. Prior to making UTA assignments, the chair of the department should communicate the number of UTA hours available to the GUAC. On the GTA/UTA request form, the instructor of Record requesting a UTA(s) should justify how many total hours they need for the term and outline how the hours will be allocated (e.g., in-class, prep time, etc.). This information is critical for the GUAC to determine how the UTA positions are distributed among courses. If a UTA position has been granted for a particular course, it is the instructor's responsibility to hire, supervise and approve work hours for the UTA. Furthermore, it is the instructor of record's responsibility to notify their UTAs of any required trainings. For example, new UTAs are required to enroll in a training session through ESS in order to complete the employment process and be paid.