

Fact Sheet for TAs

1. TAs must be registered and enrolled graduate students. Full-time students are eligible for a full (20 hrs/wk) appointment; part-time students (enrolled in 8 credits or less) are eligible for a maximum 10 hrs/wk appointment.
2. General information for Teaching Assistants is available in the department handbooks for graduate students, and in the Graduate Studies “TA Handbook” available at <http://graddiv.ucsc.edu/regulations/handbook.php>. The ASE/UAW contract governing student academic employees is available at http://atyourservice.ucop.edu/employees/policies/labor_relations/bargaining_updates/ase/agreement.html
3. At the beginning of the quarter, your faculty supervisor should give you a checklist of duties for each course to which you are assigned. He/she should discuss those duties with you, and the form should be signed by both of you and submitted to the department office. At the end of each quarter the faculty supervisor will be asked to submit a written evaluation of each TA, which will be retained and may be reviewed in your Department Office.
4. In some weeks, TAs may be asked to work more than the average number of hours per week for their appointment. These somewhat heavier weeks should be balanced by correspondingly lighter weeks. The TA appointment continues up to the day that course reports are due to the Registrar, which is slightly after the end of the quarter.
5. TAs may assist with, but are not responsible for, the instructional content of a course, the selection of student assignments, the content of exams, or for determining student grades and writing narrative evaluations. All work assigned to the TA must be directly related to the course to which he/she is assigned.
6. You must notify the supervising faculty member as soon as possible if you must miss a class meeting or lab section (for health reasons or for another emergency -- even if you have arranged for a replacement). Such substitutions should be extremely rare and should be approved by the supervising faculty member in advance.
7. TAs must promptly return the assignments they have graded. Delays make lesson planning and the scheduling of examinations extremely difficult.
8. BOTH the faculty supervisor and the TA are responsible for regular communication and coordination of the course throughout the quarter.
9. If you believe that you are being asked to do work that is the faculty supervisor’s responsibility, being asked on a regular basis to work more than the weekly hours of your appointment, or not receiving adequate supervision, then you should raise those issues with the faculty member. If problems are unresolved, please consult your undergraduate adviser in your department office.
10. If your faculty supervisor and you determine that you have exceeded or will exceed your maximum workload hours for the quarter, he/she must notify you in writing as to whether your appointment will be increased, or your workload will be adjusted or decreased.