



Teaching Assistants, Level 1 (TA1)

Graduate students appointed to the position of TA1 may not have primary responsibility for a course or serve as the instructor of record, but may assist in the instructional process by serving as discussion leaders in breakout sections, grading papers, proctoring exams, working in approved tutoring/instructional support programs, and/or assisting the primary instructor of record in other ways. The department chair and graduate program director shall determine that the credentials of a student assigned as TA1 qualify the individual to assist in instruction activities.

Teaching Assistants, Level 2 (TA2)

Graduate students appointed to the position of TA2 will have completed more than 18 hours of graduate course credit in the appropriate discipline and will have completed training facilitated by their College or program. TA2s may have primary instructional responsibility for a course and may have autonomy for teaching, assigning grades, and providing laboratory instruction/setup as part of a regularly scheduled course. TA2s must be under the supervision of a faculty member that teaches in the discipline. The department chair and graduate program director shall determine that the credentials of a student assigned as TA2 qualify the individual to undertake the assignment of instruction. Keep in mind that programs that wish to hire teaching assistantships must be approved to offer them. Currently, the only programs that are approved to offer teaching assistantships are History, English, Psychology, and Sociology.

Research Assistantships

Research Assistantships (RAs) are research positions that allow graduate students to conduct research of a scholarly nature, normally under faculty supervision. While not a requirement, in many cases the source for RA salaries and tuition may be an external funding source (NSF, NIH, etc.) and thus not paid by a unit of the institution. The work of an RA can include, but is not limited to, the collection and analysis of data, the development of theoretical analyses and models, and/or the production or publication of scholarly research or creative work that supports his or her own professional agenda and may benefit the University, faculty or academic staff supervisor, or granting agency. Other work, such as instructional support, may be included in the general job duties of a research assistant.

Pre-Professional Graduate Assistantships

Pre-Professional Graduate Assistantships (GAs) are assistantships that provide general administrative support to academic and administrative units within the University. Whenever possible, the duties assigned to graduate assistants should be relevant to the graduate program and the professional goals of the students.

Supervision

The supervisor is to meet with the GA/GRA/GTA and review her/his duties before the semester begins or before any changes in assigned duties. The supervisor will meet with the graduate assistant periodically to ensure that assignments are being completed in a satisfactory manner. Every effort should be made to make the graduate assistant's activities effective and productive for the department awarding the assistantship but also educational for the GA.

Evaluation

GA's will be evaluated using the following questionnaire:



**GRADUATE ASSISTANT
SUPERVISOR RATING FORM**

Name of Graduate Assistant _____

Term _____ Year _____

Instructions: Evaluate the Graduate Assistant's (GA) job performance by circling a number from 1-5 on the scale below. "1" represents "Poor" while "5" stands for "Excellent". "No Inf" stands for "No Information."

Part I

1. Completes assigned duties satisfactorily
2. Works well independently
3. Is ethical and professional in behavior
4. Shows initiative
5. Communicates effectively
6. Is an effective assistant as evaluated by the supervisor (attach written evaluation)
7. Overall rating of job performance

Please give any additional feedback here:

Signed: _____ Date: _____
Supervisor

Signed: _____ Date: _____
Graduate Assistant

Date evaluation given to graduate assistant:

Please keep a copy on file in the department along with student's hiring paperwork.