

UNIVERSITY OF KENTUCKY ADMINISTRATIVE REGULATIONS	IDENTIFICATION AR II-1.0-7	PAGE 1
	DATE EFFECTIVE 1/30/87	SUPERSEDES REGULATION DATED 9/5/84

POLICIES RELATIVE TO TEACHING AND RESEARCH ASSISTANTS*

The following policies, recommended by the University Senate and approved administratively in 1974, shall be implemented or applied relative to teaching and research assistants in the University System:

A. Teaching assistants shall be carefully supervised and guided in their duties and responsibilities, which shall be thoroughly explained at the outset of each semester. In an educational unit with a large number of teaching assistants, an experienced teacher in the educational unit might provide this service or possibly an appropriate specialist in teaching methods might be consulted. If necessary and available, funds should be designated specifically for the supervision of basic courses to which teaching assistants are assigned.

B. Teaching and research assistants who are also full-time graduate students** should be assigned responsibility requiring no more than fifty percent of their time. Normally for teaching assistants, this would mean service for not more than an average of twenty hours per week including time spent in preparation, classroom and laboratory teaching, grading papers, counseling students, or in any combination of those activities in which teachers are customarily engaged. The responsibilities of research assistants will vary with the fraction of time for which they are employed, but normally a one-half time appointment should require no more than twenty hours per week of assignable duties.

C. Teaching and research assistants who are candidates for a Master's degree shall serve no more than a maximum of three years without completion of their degree requirements.

D. Teaching and research assistants who are doctoral students shall serve no more than four years without successfully completing their qualifying examinations.

E. Graduate teaching and research assistants shall maintain satisfactory academic records and progress toward degrees; their assistantships shall not be renewed if their academic progress is unsatisfactory.

* Refer also to AR II-1.0-9: Policies on International Teaching Assistants.

** Full-time graduate students are graduate students with a course load of nine or more credit hours per semester during an academic year or six hours during a summer session.

F. Teaching and research assistants shall be notified by March 1 whether or not their appointments will be renewed for the coming year; if a final decision on reappointment cannot be made by March 1, they shall be provided an explanation and informed as to when they might expect to be notified.

G. Teaching assistants shall be represented in educational unit deliberations about courses for which they have any classroom teaching responsibilities.

H. Each educational unit shall have written policies concerning the appointment and reappointment of teaching and research assistants; these policies shall be made available to all prospective assistants at the time the initial offer is made and to all assistants whenever the policies are changed.

I. Each educational unit at the outset of the academic year shall require the attendance of all new teaching assistants at an orientation program designed to inform them of their upcoming duties, rights, and responsibilities. This program shall be in addition to any University orientation program. (Refer to Sections L.2, L.3, and M of AR II-1.0-9.)

J. Each educational unit shall be responsible for systematic evaluations of the performances of teaching and research assistants, according to established educational unit criteria, and the results of these evaluations shall be presented to the assistants in some formal manner.

K. Each educational unit annually shall furnish graduate students serving as teaching and research assistants with a suitable statement or form, authorized or approved by the administration, that might be of help to them in reporting their annual incomes to the Internal Revenue Service.

L. The Office of Planning and Budget annually shall collect data on the number of teaching and research assistants in the University and the funds allocated to them.