



## Policies Relative to Teaching and Research Assistants

### Major Topics

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#### [Appointment, Reappointment, Non-reappointment and Evaluation](#)

### I. Introduction

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This regulation establishes policies and procedures relative to teaching and research assistants in the University. For additional policies relative to international teaching assistants see also *Administrative Regulation 5:3 Policies on International Teaching Assistants*.

### II. Policies and Procedures

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- A. Teaching assistants shall be carefully supervised and guided in their duties and responsibilities. An experienced teacher in the educational unit shall provide this service. 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 are full-time graduate students\*\* and should be assigned responsibility requiring no more than fifty (50) percent of their time. Normally for teaching assistants, this would mean service for not more than an average of twenty (20) 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.

\*\* Full-time graduate students are graduate students with a course load of nine (9) or more credit hours per semester during an academic year or six (6) hours during a summer session.

- C. Teaching and research assistants who are candidates for a Master's degree shall serve no more than a maximum of three (3) years without completion of their degree requirements.
- D. Teaching and research assistants who are doctoral students shall serve no more than five (5) 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.

- F. Teaching assistants shall be represented in educational unit deliberations about courses for which they have any classroom teaching responsibilities.
- G 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. (See also AR 5:3, Sections L.2, L.3, and M)

### III. Appointment, Reappointment, Non-reappointment and Evaluation

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- A. 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.
- B. 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.
- C. 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.
- D. In no case shall an appointment of a graduate or teaching assistant be terminated before the end of the period of appointment without the individual's being provided with an opportunity to be heard before the University Senate Advisory Committee on Privilege and Tenure. A graduate or teaching assistant, who has established a prima facie case to the satisfaction of the committee that a consideration violative of academic freedom significantly contributed to the individual's non-reappointment, shall be given a statement of reasons by those responsible for the non-reappointment and an opportunity to be heard by a University Senate Hearing Committee (Privilege and Tenure).

### References and Related Materials

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#### Administrative Regulations:

5:3 Policies on International Teaching Assistants

#### **Revision History**

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AR II-1.0-7: 9/5/1984, 1/30/1987

AR 5:2: 7/1/2008

For questions, contact: [Office of Legal Counsel](#)