

Health Policy and Management TA Policy

The Department of Health Policy and Management supports graduate students serving in the role of teaching assistants for courses offered by departmental faculty. The department values the educational/learning experience that the student will gain through participation as a TA in addition to any monetary compensation.

Due to the Department's commitment to the educational benefits of the TA experience, APAC has recommended that *all* PhD students (starting with the class admitted in September 2006) be required to serve as a FTE teaching assistant in one course at some point in their academic program. Students will register for 3 credits of special studies with the course instructor during the term in which they are serving as a TA – and the lead instructor of the course will provide the grading evaluation. For this experience *only*, the student will not be compensated monetarily. Subsequent TA experiences will be compensated per this policy. Serving as a ½ FTE teaching assistant will not fulfill this requirement. Doctoral advisors will ensure that the doctoral student fulfills his or her TA requirement. Prior to serving as a teaching assistant for any course doctoral students must first complete the required TA training course offered by HPM.

The department has classified TA positions into 3 levels: supervisory TA, full-time equivalent (FTE) TA, and part-time TA. For each of these positions, there are different levels of expectation for time commitment as well as monetary compensation. Students wishing to serve as a TA in a course should meet with the course instructor prior to agreeing to serve as a TA and discuss the nature of the course as well as the faculty member's expectations for the TA. Both should discuss the list of possible tasks as well as those tasks that the department has deemed beyond the scope of the TA to be sure there are no misunderstandings about roles. The expected number of hours/week as well as compensation should also be addressed. Once the student and faculty member have agreed, they should both sign the TA agreement form and submit to the HPM Admin/Academic office for the student to be paid. This policy applies to courses taught in the traditional academic year in East Baltimore *and* courses offered on the web. Institute offerings fall under a separate policy as do required courses taught by part-time faculty members.

Supervisory TA:

A supervisory TA is available only for classes with at least 3 FTE TAs and at least 75 students enrolled in the course (i.e., the supervisory TA plus at least two FTE others). The supervisory TA exists to coordinate and oversee several TAs; the supervisory TA title is not assigned to a TA who simply has multiple responsibilities. Supervisory TAs are expected to begin their work approximately five weeks prior to the start of the class and will continue to work at least 10 days beyond the last class session or until grades are submitted. The department anticipates that a supervisory TA will spend 5-6 hours/week in course preparation, approximately 10-12 hours/week when the course is being offered, and approximately 5-6 hours/week after the course has ended to grade assignments etc.

Full-time equivalent (FTE) TA:

The number of full-time (FTE) TA positions will be assigned to courses each August for the coming academic year and are assigned based on the enrollment of that course from the previous year. The number of hours that a TA actually works may vary substantially from course to course, but is generally expected that a FTE TA will begin their work approximately two weeks prior to the start of the class and will continue to work at least 10 days beyond the last class session or until grades are submitted. The department anticipates that a FTE TA will spend 5-6 hours/week in course preparation, approximately 8 hours/week when the course is being offered, and approximately 5-6 hours/week after the course has ended to grade assignments etc.

Faculty may divide or combine FTE positions at the discretion of the instructor, but FTE payments can be split into no less than a ½ time TA. (Example: For a course with 65 students, the instructor receives 2 ½ FTEs. These may be combined into 1 person receiving twice the usual payment and an additional ½ FTE TA)

FTE TAs are assigned to courses based on the previous year's enrollment. The following enrollment minimums are needed to obtain the number of TA slots indicated:

- For courses with 25 to 39 students: 1 FTE TA
- For courses with 40-49 students: 1 FTE plus ½ TA (see ½ TA description below)
- For courses with 50 to 64 students: 2 FTE TAs
- For courses with 65- 74 students: 2 FTE plus ½ TA
- For courses with 75 students or more: 3 FTE TAs (includes 1 supervisory TA)

Half-time TA:

In many situations, the department has determined that an instructor does not need a FTE TA to complete the work necessary for a course to run, but does need assistance beyond what an administrative assistant is able to provide. For these situations, the department has developed a position known as the half-time ½ TA. These half-time TAs will have very specific assigned tasks as well as a defined time-frame in which work is to be done – a half-time TA is not assigned in place of a full-time TA simply to save money. The types of situations where a ½ TA may be assigned include in the preparation of a new course; in leading a limited number of discussion sessions in a large course but is not involved in syllabus development or assignment grading; or simply grading a specified number of papers/exams at the conclusion of a course. It is anticipated that a half-time TA will work a limited number of hours/week, in most situations, less than 5.

The department has also determined that certain classes, particularly those taught by adjunct faculty, may require the assistance of a TA to prepare for the course or to grade exams, but the enrollment does not meet the 25 student threshold for a full-time TA. In these situations, a half-time TA may be assigned to courses with enrollments between 15-24 students.

A doctoral student may fulfill the non-compensated TA experience in a course with fewer than 25 students with the approval of the instructor and APAC.

The department has also determined that certain classes require the assistance of more than the assigned 3 FTE, especially those with enrollments exceeding 75 who require leaders for discussion sections. In those situations, the department (APAC) will review exception requests on a case-by-case basis.

Payment for FTE TA:

\$1,000 per FTE for a 1 credit course

\$1,250 per FTE for a 2 credit course

\$1,500 per FTE for a 3 credit course

\$1,750 per FTE for a 4 credit course

** Supervisory TAs will receive an additional \$350 in compensation

½ time TA will receive ½ of the compensation for a full time FTE depending on the number of course credits

\$500 for a 1 credit course

\$625 for a 2 credit course

\$750 for a 3 credit course

\$875 for a 4 credit course