

DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

Policy and Procedures

Date Approved: 8/25/08
Date Effective: AY 08-09
Date Revised: 8/25/08

Subject: TEACHING ASSISTANTS (TA)

Policy: Teaching Assistant positions provide students with an opportunity to develop their teaching and interpersonal skills, to work professionally with faculty and fellow students, and to contribute service to the Department. All incoming doctoral students who matriculate AY 08 and beyond are required to serve as a TA for at least one term during their academic program. For most students, this requirement will be fulfilled during the 2nd year, however, the student and their advisor will determine the appropriate time to seek a TA position. Only EHS courses can be used to fulfill this requirement. Students will not receive compensation for serving in a required TA position, but will become eligible for Senior TA positions after meeting this obligation.

Senior TA positions will be established for selected large courses offered by the Department. Compensation will be provided for these positions at a rate of \$2000 per term. This rate will be reviewed annually.

Training will be made available to all TAs and will include information about FERPA, Course Plus, Online Course System, campus resources, TA roles and responsibilities, etc. The EHS Office of Educational Programs will be responsible for coordinating this training with School resources before the start of each academic year.

A subcommittee of the Educational Programs Committee (EPC) will determine eligible courses each year and announce them through the EHS Portal and email distribution. Requests for any exceptions to this policy should also be directed to the subcommittee.

COURSE ELIGIBILITY

Eligibility will be based on the following formula:

$$\text{Credits X the anticipated number of registered students} = \text{eligibility score}$$

Courses scoring 40 or higher will qualify for a TA position. Courses scoring 140 or higher will qualify for both required TA and Senior TA positions. The subcommittee will also review requests for exceptions to the policy if the eligibility score does not meet the minimum requirement. Exceptions may be granted for courses with special technical or lab components, courses with extensive writing requirements, or initial course offerings.