

School of Public Health and Tropical Medicine

Graduate Teaching Assistant Policies and Guidelines

The following graduate teaching assistant policies and guidelines are being established by the Dean's Office to ensure equity and consistency across the school. These policies and guidelines will be reviewed on an annual basis and changes will be made as needed. Notification of changes will be sent to the department administrative staff and to the students.

Graduate Teaching Assistant Policy

of Hours Per Week Graduate Teaching Assistants are Allowed to Work

- During Fall and Spring semester, graduate teaching assistants may work up to 10 hours per week for a 3 credit course, up to 7 hours per week for a 2 credit course and up to 4 hours per week for a 1 credit course. Students should not TA for more than 2 courses per semester.
- During Summer semester, which is usually 8 weeks rather than 15 weeks, graduate teaching assistants can work up to 18 hours for a 3 credit course, 12 for a 2 credit course and 7 for a 1 credit course.

Criteria on Class Size for Graduate Teaching Assistants

- Courses with an enrollment of 20 students will be allowed to have one graduate teaching assistant.
- Courses with more than 20 students are allowed 1 graduate teaching assistant per each 20 students.
- Exception requests can be submitted by completing the attached form and emailing it to Associate Dean for Faculty Affairs and Development. (Patty Kissinger - kissing@tulane.edu) by December 17th. All requests will be reviewed by the Dean's Office. Please use the form in appendix I and make sure the Chair has signed the form before submitting it.

Pay Rate Scales for Graduate Teaching Assistants

- For 3 credit courses, teaching assistants will be paid at a rate of \$15/hour effective for the Spring '21 semester. This rate will be paid as a stipend for the fall, spring and summer semesters in the amount of \$2,400 in biweekly payments. For the Spring '21 semester,

stipends should be set up to start on 1/15/21 and end on 5/6/21. This will be 8 biweekly stipend payments of \$300, for a total of \$2,400.

- For 2 credit courses, teaching assistants will be paid at a rate of \$15/hour effective for the Spring '21 semester. This rate will be paid as a stipend for the fall, spring and summer semesters in the amount of \$1,680 in biweekly payments. For the Spring '21 semester, stipends should be set up to start on 1/15/21 and end on 5/6/21. This will be 8 biweekly stipend payments of \$210, for a total of \$1,680.
- For 1 credit courses, teaching assistants will be paid at a rate of \$15/hour effective for the Spring '21 semester. This rate will be paid as a stipend for the fall, spring and summer semesters in the amount of \$960 in biweekly payments. For the Spring '21 semester, stipends should be set up to start on 1/15/21 and end on 5/6/21. This will be 8 biweekly stipend payments of \$150, for a total of \$960.

Please note that graduate teaching assistants cannot start working until they have completed the required TA training and the hiring process has been completed.

Graduate Teaching Assistants Guidelines

SPHTM Administrative Requirements:

1. The Office of Student Affairs maintains a list of students who have completed TA training and are eligible to TA a course.
2. Instructors select a TA for their course and ensure the TA has adequate knowledge of that course.
3. Paperwork for hiring must be completed in the faculty's home department prior to the TA starting to work; retroactive payments cannot be made.
4. TA is appointed for a specific course for one semester.
5. Students may be the TA in up to two courses per semester.
6. The TA works under the active supervision of the faculty instructor.

Students Qualification for TA positions:

1. TA must be a full time SPHTM graduate student and preference will be given to students who have taken the course.
2. Student must have a minimum cumulative GPA of 3.0.
3. Students should be in a higher degree program than the level of the course (e.g., student in a master's program may be a TA in bachelors courses; in a doctoral program to for advanced master's courses). Advanced master's students may TA introductory MPH/MSPH courses if peers are not in that course.
4. The TA must complete TA training and follow all procedures for confidentiality and conflict of interest.

Conflict of Interest:

A conflict of interest is any situation where the TA could be influenced to grade or treat a student differently because of a relationship with that student.

1. Student must declare any possible conflict of interest.
2. Students should not serve as a TA for courses with members of their peer cohort.
3. Students should not serve as a TA in courses that include close friends, partners, housemates and/or students for which the TA has conflicts.

Graduate Teaching Assistant Responsibilities:

Below is a list of potential TA responsibilities. Using this list, the instructor and TA should identify the specific responsibilities, not to exceed 10 hours per week averaged across the teaching semester. These responsibilities should be documented on the TA job description form. Responsibilities occurring during class versus outside of class sessions should be clarified on the form. A mid-semester review to ensure workload adheres to the 10 hours per week on average requirement is recommended. Instructors should also clarify expectations for TA turn-around on grading and email responses to students.

1. Maintain confidentiality of all student grades, student performance and other matters pertaining to students at all times.
2. Maintain confidentiality of exams, quizzes or other assessment materials.
3. Maintain objectivity and fairness toward all students and display cultural competency.
4. Maintain a professional and respectful relationship with the students and the instructor.
5. Attend class meetings and other sessions per the instructor's discretion.
6. Provide support for Canvas and Zoom including:
 - a. Send out regular communications and assignment reminders through Canvas
 - b. Assist in the set-up of the Canvas site for the course
 - c. Promptly answer student question about the course and using Zoom and Canvas
 - d. Lead discussion boards
 - e. Set up break out groups in Zoom
 - f. Populate grades and create online assessments
7. Communicate and meet regularly with faculty instructor.
8. Conduct discussion sessions, homework sessions, or other activities as needed for the class.
9. Grade homework or exams as needed. The instructor should provide clear grading rubrics, grading scale and instructions to insure consistent and fair grading.
10. Proctor exams.
11. Hold office hours.
12. Uphold the Honor Code and report any cheating or plagiarism to the instructor.
13. Provide other assistance to instructor as needed to support the class (detail on the form).

Faculty Responsibilities and Supervision:

1. The faculty is responsible for all aspects of the course. Teaching parts of the course are not the TAs responsibility. However, TAs may give a guest lecture with support from the instructor.
2. The faculty serves as the teaching mentor and supervisor for the TA.

3. Discuss the issues of objectivity, confidentiality, and appropriate professional boundaries before TA assumes duties.
4. Meet with the TA to plan out the course including course requirements, setting up Canvas, teaching methods and approaches, and resources needed for the courses.
5. Discuss expected assistance, specific assignments such as gathering and distributing course materials, grading, leading small group discussions, guiding projects, updating homework assignments and course materials, and other functions.
6. Provide course syllabus, schedule, course resources, textbook and other materials for the course.
7. Provide clear grading rubric, grading scale and examples of grading.
8. All graded work should be supervised and reviewed by the faculty.
9. Meet with TA regularly and communicate frequently.
10. Complete the hiring process prior to the first day of class and signing/verifying timesheets or stipend payments.

Appendix I.

SPHTM Graduate Teaching Assistant Exception Form

Date:

Department:

Faculty Name:

Semester:

Course Name & #:

Course Enrollment #:

Reason for Requesting Exception to Policy:

Faculty Signature & Date

Approved/Denied

Yes / No
Dept. Funding Availability

Dean's Office Signature & Date

Chair Signature & Date