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|   | Teaching Assistantship Assignment & Tracking ProceduresDoctor of Philosophy Students |

1. All first year PhD students will be asked to complete FERPA training. The list of PhD students will be sent to the registrar’s office by the Executive Director for Student and Academic Services. As the students complete FERPA training, the registrar’s office will notify the Executive Director for Student and Academic Services. The students must complete FERPA training every 2 years to be compliant.
2. All first year PhD students will be asked to complete the TA Boot Camp course. The list of PhD students will be sent to the Division of Academic Innovation (DAI) by the Executive Director for Student and Academic Services. As the students complete the TA Boot Camp Course, DAI will notify the Executive Director for Student and Academic Services. The students only need to complete the TA Boot Camp Course once during their tenure at UNTHSC.
3. Once the PhD students have completed FERPA training, the TA Boot Camp, and the oral qualifying exam, they are required to serve as Graduate Teaching Assistants (GTAs) each year. Exceptions may be granted for students in their final year of dissertation work or those approaching the 130 SCH limit. The Assistant Dean of Graduate Education and Admission will accept requests for exemptions from the student, with the approval and agreement of the major professor. The exemption should be requested when the survey to serve as a TA is distributed (summer semester).
4. Each TA, regardless of the assigned activities, will be expected to contribute an average of 2 - 6 hours/week over the length of the course. However, no TA should serve more than 60 hours per semester, unless prior approval has been obtained.
5. Each TA will record the number of hours they spend as a TA weekly and the specific activities, and report that to the course director.
6. The Assistant Dean of Graduate Education and Admissions will coordinate with the course directors to obtain information related to TA activities for their courses. The course directors will be asked to suggest students that they believe will be good TAs for their courses.
7. The Assistant Dean of Graduate Education and Admissions will contact all PhD students requesting information regarding their preference of topics and other pertinent information. Student preferences need to be made in consultation with their major professor. The Assistant Dean of Graduate Education and Admissions will assign all eligible PhD students to serve as a TA in the courses requiring TA’s and notify the students and their major professors.
8. The Assistant Dean of Graduate Education and Admissions will notify the registrar’s office about the specific assignments and the registrar will ask the students to complete the EIS Student Records Access Authorization Form. The Assistant Dean of Graduate Education and Admissions will sign off on the EIS Student Records Access Authorization Form as the supervisor of the student for this specific task.
9. The registrar’s office will then register the students in the specific course as full TAs so that the students have access to the course on Canvas and can grade assignments. However, the course director and faculty will have oversight of the grading and the grades assigned. The course director will assign and approve final grades for the course.
10. A student cannot serve as a TA for a student that was in their cohort. The Executive Director for Student and Academic Services will inform the course director and the registrar of the students retaking the course so they can be enrolled in a separate section in Canvas, and which TAs should serve in which sections. The course director is ultimately responsible for checking that students retaking the course are not paired with a TA from their cohort.
11. It is expected that the students will fulfill their GTA obligations based upon the needs of the specific courses and the requests of the course directors. It is expected that the course directors will work closely with the TAs to provide a meaningful teaching experience.
	1. This is a list of potential activities that could be assigned to TAs in specific courses. The actual activities will be determined by the course director and discussed with each TA prior to the beginning of the course. The selection of the activities will be determined by multiple factors, including time limitations, number of students in the course, type of course, number of TAs in the course, and specific interests expressed by individual TAs. The activities and time commitment will be agreed upon prior to the start of the course, put in writing, and signed by the course director and TAs.
		1. Grading discussion boards (with faculty oversight)
		2. Grading quizzes (with faculty oversight)
		3. Grading exams (with faculty oversight)
		4. Leading or participating in individual lectures
		5. Leading or participating in lab-based experiences
		6. Responding to student e-mails/questions
		7. Posting and holding office hours
		8. Leading exam reviews
		9. Leading group discussion
		10. Leading group review sessions
		11. Managing content and formatting on Canvas (with faculty oversight)
		12. Assisting faculty in creating content for specific activities
12. All TAs will be evaluated at the end of the course by the students in the class, using the standard student evaluation on-line system. TAs will also be evaluated by the course director. The Assistant Dean of Graduate Education and Admissions will provide the course director evaluations to the TA and the Major Professor.
13. All course TA assignments will be tracked annually by the Assistant Dean of Graduate Education and Admissions.