

Teaching Assistant Guidelines
Department of Anthropology
Revised Fall 2010

I. Responsibilities

- A. Teaching assistant duties vary so widely from class to class that it is impossible to establish universal guidelines. Consequently, the teaching assistant should ask the course instructor or the head teaching assistant about responsibilities when questions arise. The following is a general outline of duties for most classes:
1. The TA attends all course lectures and has good command of the reading material.
 2. The TA attends weekly TA meetings. These meetings are generally run by the instructor and/or the Head TA, and are for the purpose of planning the following week's sections and other course-related activities.
 3. The Head TA is selected by the instructor based on seniority and/or experience. In general, the Head TA is responsible for leading one section per week (occasionally there are Co-Head TAs in which they each hold two sections per week). The Head TA is also responsible for assisting with the administration of the course, and other duties as outlined by the instructor.
 4. Usually, the TA is assigned three sections per week. Each has about 30 students. The purpose of sections is to give students the opportunity to discuss both lecture and reading materials. Rather than present material of his or her own, the job of the TA is to clarify and integrate materials presented in the lectures and readings, and to help students relate them to larger issues beyond the classroom.
 5. The TA is encouraged to prepare a section syllabus in order to clearly outline goals and expectations to students for section in addition to lecture.
 6. The TA has flexibility in terms of activities to prepare for section (e.g., group exercises, discussion prompts, etc). However, to insure equitability across sections, if a TA decides to prepare quiz material or extra credit assignments not listed on the course syllabus, the TA must discuss such assignments with the instructor and/or the Head TA before distributing them in section.
 7. The TA is required to hold two hours of office hours each week. Evening hours are discouraged. Before exams, this minimum should be expanded. In addition, a TA has to inform their students (preferably during the first section meeting) that they are also available by appointment. However, office hours and additional appointment hours should not exceed 3 hours per week for a 50% TAship.

8. The TA is usually responsible for copying and distributing class syllabus, midterm, final exam and other class related materials. The Department Risograph machine should be used when making more than 20 copies. The sign-up sheet in the copy room should be used during midterms and finals.
9. The TA is responsible for sending any email notices to students. The TA is responsible for creating email u-lists for each section taught. U-Lists should be used to send messages to all students enrolled in a class via a single e-mail address.
10. Papers are required in some classes and are optional in others. The TA usually helps students choose topics and locate source materials. In such cases the TA will also be required to read and grade course papers. The instructor or Head TA must provide a grading rubric, or at minimum, provide the TA with a clear understanding of what constitutes an exemplary student paper.
11. The TA is responsible for proctoring exams.
12. The TA is not responsible for assigning course grades to students--this authority rests solely in the hands of the instructor. However, the TA is expected to handle all of the administrative tasks related to the assignment of course grades. These tasks include taking attendance, grading exams and papers, adding scores, entering course grades in computer files, and entering course grades on egrades.
13. The TA may be responsible for distributing grades to students. Grade distribution may be done via gauchospace if available for the course or via email. Emails with confidential information including grades may be sent to students by the TA only if sent to the student's email address on file for the course (generally a uemail address). Grades may NOT be distributed to parents, friends of students, etc.
14. The TA is responsible for giving his or her grade records to the course instructor when the course is finished. These should be handed over to the Instructor or to the Head TA in an orderly fashion (i.e., in an excel file alphabetically organized by section).
15. The TA may be responsible for assisting in scheduling films shown in class. TAs may be asked to pick up or place films on reserve at Kerr Hall (this responsibility usually falls to the Head TA).
16. The TA may be responsible for assisting in the preparation of exams. It is appropriate for TAs to contribute test questions for exams (e.g., multiple choice questions), and assist with the collation of questions, editing and proofreading of exams. The instructor should, however, be responsible for approving the final version of the exams and provide direction as to the format

and content of the questions.

II. General Expectations

- A. TAs should have successfully completed the departmental TA training during their first quarter.
- B. TAs should thoroughly read the supplementary agreement form provided by the instructor of record. Any questions, comments or concerns, including scheduling conflicts, should be promptly addressed with the instructor and/or the Head TA.
- C. The TA is expected to adhere to the University code of conduct, which can be found at: <http://www.ucop.edu/acadadv/acadpers/apm/apm-015.pdf>.

III. Prerogatives

- A. A TA is provided office space within the department--normally three students in small office or up to 10 in a large office.
- B. A TA is provided desk copies of reading materials used in the course. All necessary readings will be provided to the TA at no cost from the instructor of record. These materials include published books, readers, or electronic access to course materials. These materials are obtained from the course instructor, generally during the start-up meeting.
- C. Supplies needed for teaching are acquired from the department office staff. Departmental supplies are not for personal use, including work for classes in which the TA is a student.
- D. A TA may use the instruction code for copying materials for teaching purposes only and only with the instructor's approval. Students are to use personal copy codes for materials reproduced for personal use, including courses in which the TA is a student, and the cost per copy is charged to the student at the current rate.
- E. A TA must request the use of Departmental letterhead from the Anthropology graduate program assistant. Documents for which the TA requests Departmental letterhead (e.g., letters of recommendation for students) must be submitted via email to the Anthropology Graduate Program Assistant. The Graduate Program Assistant will then print the document and place it in the TA's mailbox. A TA may not use Departmental stationery to request free copies of books from publishers.

IV. Assignment of TAs to Courses

- A. A TA is assigned to courses chiefly on the basis of enrollment.
- B. A TA is encouraged to make their course preference known on the Annual Student Report and is given the courses requested whenever possible.

- C. In general, a TA is told which classes they will be assigned to well before the quarter begins. In practice, it is impossible to make anything more than tentative commitments until final enrollment figures are available. In some cases, a TA may not know their assignments until the first day of class. Once assignments are finalized, the TA is encouraged to contact the instructor of the course to find out if section will be held the first week of the quarter.

V. The Evaluation of TAs and Renewal of TAships

- A. Each TA is responsible for obtaining course evaluations for each section he or she teaches. The evaluations are kept on file in the Department office and are available to faculty members both when they consider the reappointment of TAs and when they write letters of recommendation. The evaluation forms are made available to the Teaching Assistants by the Department staff. The TA generally brings the evaluation forms to section, briefly explains the evaluation process, and hands out forms to students. However, evaluations are collected and returned to the Anthropology Department office by a student volunteer. Completed forms should not be handled by the TA.
- B. ESCI score reports are made available to Teaching Assistants via email after course grades have been turned in. Photocopies of written comments remain on file in the department office. The TA may request to view or make photocopies of the written evaluations from the Staff Undergraduate Advisor, but the original evaluations may not leave the department main office. The department is unable to provide copies of TA evaluations to other departments.
- C. Renewal of the TAship is based on the individual's performance both as a student in the graduate program and as a TA. If a person is a good TA but an undistinguished student, the TAship may be given to someone else whose academic work is more promising. Similarly, a person who is a good student but a mediocre TA may not be reappointed for additional quarters. In general, a maximum of 12 quarters Anthropology TAships are available to each Anthropology graduate student.
- D. Graduate students are encouraged to be proactive in terms of securing other sources of funding. Many other departments offer TA appointments to Anthropology graduate students. Announcements of open positions are usually distributed over the department listserv. Graduate students are encouraged to contact other departments or check other departments' websites for openings as well. Graduate students should make themselves aware of and apply for any relevant fellowship opportunities as well (e.g., NSF Graduate Research Fellowship, Ford/Javitz Fellowship, etc.)

VI. Employment Limitations

- A. TA appointments may be held in conjunction with other appointments (e.g., Reader positions, RA positions, Associate positions). Each TA may hold a maximum

appointment of 75% time per quarter. In order to qualify for an appointment above 50% TAs must be in good standing and such outside appointments are subject to department approval. The following summarizes guidelines regarding maximum academic employment:

1. For Domestic Graduate Students, employment up to 12 quarters of TA/Associate appointments (total, in all departments) or up to 50% time combined does not require an exception to employment policy approval form.
2. Employment from 13-15 quarters of TA/Associate appointments or from 51% to 75% time requires the Department Chair's approval on an exception form.
3. Employment from 16-18 quarters of TA/Associate appointments or over 75% time requires Department Chair approval AND GradDiv approval.
4. Graduate students are limited by the UC to 18 quarters of TA/Associate appointments.
5. International students are limited to 50% employment maximum in an academic session.
6. Domestic and International students may work up to 100% time without exceptions during academic breaks between quarters and summer session.
7. Graduate Division approval is required for employment of all students who are not in good standing (such as over time to advance and over time to degree.)
8. Students on probation are not eligible for employment.

B. Hourly breakdowns of percentage appointments are as follows:

100% time = 40 hours/week

75% time = 30 hours/week

50% time = 20 hours/week

25% time = 10 hours/week