

AUA Guidelines on Teaching Assistants (TAs) and Teaching Associates

Eligibility criteria for requesting a Teaching Associate/Assistant (Please also see Appointment, Retention, and Promotion and Faculty Titles policy, <http://policies.aua.am/policy/20>)

- Typically, course section has more than 40 students, or
- There are multiple sections of same course with a TA assisting with multiple sections

Eligibility for TA candidates

- Candidates must have a bachelor's degree or equivalent professional/disciplinary experience; master's degree preferred
- AUA undergraduate students are not eligible
- Engagement in volunteer roles related to this position is not permitted
- Excellent knowledge of the disciplinary content
- Cannot be assigned to a course which is at their own level of study (e.g. current master's student assigned to a master's course)
- Other requirements specific to the course will be communicated in the open call

Open Call and Selection Process

- Advertisement will be placed on the HR website
- Applicants must apply through this HR job portal
- A review committee (composed of at least the program chair and relevant instructor) will review all applications and select the candidate for appointment

Definitions

Teaching Associates

- Typically has a master's degree
- Can mark/score assignments (e.g. identifying errors, adding up number of missed questions), but grading (e.g. applying a disciplinary-appropriate critical evaluation for essays/papers) is the instructor's responsibility
- Qualified to conduct help sessions with students
- Can proctor exams, make-up exams
- Can hold joint or independent office hours to review assignments, provide feedback on already marked and graded assignments
- Occasionally co-teaches or co-presents with the instructor or in rare instances, teaches the class instead of the instructor (instead of scheduling a separate make up class)
- Provides tutoring and other forms of instructional assistance
- Has the responsibility of conducting problem solving or lab sessions
- Handles other course logistics, e.g., posting to Moodle, including posting of grades
- Assists the instructor during class meetings with handouts, organizing group assignments, audio visuals, other materials

Teaching Assistants

- Can score exams or homework (grading is always the instructor's responsibility)
- Proctors exams, make-up exams
- Assists in conducting review and help sessions
- Cannot be principal instructor in classroom; only can assist the instructor within the classroom, assist with group work
- Handles other course logistics including assisting the instructor during class meetings with handouts, organizing group assignments, audio visuals, other materials
- Provides tutoring and other forms of instructional assistance