

Teaching Assistant/Associate Program Request Form

A copy of this form is to be completed for each course request. It is to be completed by the Program Chair in consultation with the Dean of the College, and signed by both. The points under each heading were identified through conversations between the Deans and the Provost. After the form has been signed by the Dean, it will be reviewed by the Provost and forwarded to the Office of Human Resources for processing. The form is due to the Provost 10 days prior to the first day of classes. This form will ensure consistency across the Colleges in respect to requests and approvals.

Semester _____

Faculty Member _____

Course Title _____

Signature of Program Chair _____

Signature of Dean _____

Course Eligibility (check all those that apply)

The hiring of a TA is recommended when the modality of instruction necessitates more than the faculty member being involved in classroom processes.

- ☐ 40+ students
- ☐ Two sections of same course
- ☐ Problem solving session (generally 30+ students)
- ☐ Lab

Duties to be Performed by TA (check all that apply)

The TA participates (not leads) in the processes of the course. The TA adds value, gives additional benefit to the optimization of teaching and learning.

- ☐ Lead problem solving sessions
- ☐ Q&A with students
- ☐ Individual supplemental instruction
- ☐ Attendance
- ☐ Classroom support for group interactions
- ☐ Course record management
- ☐ Proctoring
- ☐ Homework scoring (not grading)

Qualifications of the TA (check all those to be considered)

Priorities differ as the course content and pedagogy should be familiar to the TA in order to ensure their effectiveness.

- ☐ Completed bachelor's degree
- ☐ Current master's student at AUA
- ☐ Master's degree holder
- ☐ AUA Senior Student (exceptional cases)
- ☐ AUA Master's Student on a graduate assistantship
- ☐ AUA alum

Rank

The distinction between Assistant and Associate is to be considered based on the seniority of the candidate, the higher level of duties, the ability to work independently (e.g. lesson plan preparation and implementation), and role in assessment and monitoring of course outcomes.

- Assistant
- Associate

Provide justification for higher rank:

- Number of semesters the TA has served in this capacity: _____
- Documentation of evaluations and deliverables from past semesters (provide as appendices)
- Degree held
- Higher level of duties/responsibilities (provide revised job description)

Request for Exception

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