Teaching Assistant and Associate
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Introduction

The American University of Armenia aims to deliver excellence in teaching and learning within its various instructional settings: classrooms, labs, studios, collaborative work spaces, etc. In order to ensure the attainment of course and program learning outcomes, pedagogical approaches are innovative, student-centered, and highlight project-based and active learning. There are examples where classroom methodologies require additional support to optimize student learning, engagement, and outcomes. The use of Teaching Assistants/Associates (TAs) is one such strategy supportive of student success.

It is also important to note that the employment of TAs also aims to build a strong pipeline of aspiring academics who can contribute to the teaching, research, and development agendas of the institution. It is also recommended that colleges include TAs in capacity building activities, including workshops and discussions on instructional development and classroom methodologies.

Purpose

This policy sets forth guidelines for the identification and employment of TAs as well as the procedure for faculty/programs/colleges to request TAs. The policy will ensure consistency and fairness across colleges in the hiring and assignment of TAs with open calls administered by the Office of Human Resources.

Procedure

The request will be initiated by the Faculty/Program Chair. The form will be completed by the Program Chair. It will be reviewed and signed by the respective Dean and submitted to the Provost for review, who in turn will forward the approved document to HR for processing. There should be a separate form for each course request. In order to allow proper processing of requests and the posting of positions, requests need to be submitted to the Provost as per semester-specified deadlines: Spring Semester November 5, Summer Session May 5, and Fall Semester June 5.

The form asks for the identification of the course and specifics as to the projected need. Four questions are asked referring to course eligibility, duties to be performed by the TA, the qualifications of the requested TA, and the identification of rank (Assistant or Associate). There is a section for the proposer(s) to add further information and make the case for exceptions. Exceptions will be considered by the Provost. If the Provost needs additional information/clarification, s/he will direct all questions to the Dean. Approvals/decisions will be finalized within 5 days of receipt of the form or 5 days from receipt of follow-up information.

Course Eligibility

The hiring of a TA is recommended when the modality of instruction necessitates support beyond what the faculty member can provide . A request may meet more than one of the following criteria:

- - 40 students in a single section
- - Two sections of same course (under one faculty member or across multiple faculty members)
- - An exceptionally high number of students across the faculty member’s total course load
- - Problem solving session
- - Pedagogy with high level of project-based (or active) learning
- - Lab or Studio
- - Field-based course

Duties to be Performed

The TA participates (not leads) in the processes of the course. The TA adds value and gives additional benefit to the optimization of teaching and learning. Again, a request may meet more than one of the following criteria:

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

Qualifications

Priorities differ as there is a benefit when course content and pedagogy are familiar to the TA; this improves their effectiveness in addressing students’ needs. All selection processes should be transparent and fair with open calls for positions.

- - Completed bachelor’s degree
- - Current master’s student at AUA
- - Master’s degree holder
- - AUA alum
- - Positive history of being a TA at AUA
- - Subject independent

Rank

The distinction between Assistant and Associate is to be considered based on the seniority of the candidate, the higher level of duties assigned, the ability to

work independently (e.g. lesson plan preparation and implementation), and role in assessment and monitoring of course outcomes. The Associate rank will only be considered if the following apply:

- - TA has served in this capacity for several semesters
- - Evaluations and deliverables from past semesters are exemplary (provide documentation as appendices)
- - Higher level of degree/credential
- - Higher level of duties/responsibilities (provide duties beyond the standard list)

Exceptions may be requested via the provided text box in the Request Form. All submitted supporting documentation will be reviewed and considered in the decision-making and approval process.

Related Documents

Teaching Assistant and Associate Program Request Form

Teaching Assistant/Associate Request Form for ACSE I Spring 2027

Teaching Assistant/Associate Request Form for CHSS I Spring 2027

Teaching Assistant/Associate Request Form for MSCBE I Spring 2027