

TEACHING ASSISTANTS ASSIGNMENT PROCESS

The College of Science and Engineering is committed to providing teaching assistantships to as many qualified graduate students as funding and need permits. Information on Teaching Assistantship is provided in Appendix 1 of this document. Appointment of Teaching Assistants (TAs) is a multi-step process designed to maximize benefits to

- University and College—by providing instructional assistance for our numerous laboratory sections, and by providing funding that will attract students to our graduate programs;
- Undergraduate students—by providing qualified laboratory instructors who will enable them to receive individual attention in small classes;
- Graduate students—by providing them with a chance to develop teaching skills (under supervision), and by providing funding that will allow them to support themselves; and
- Instructors who supervise the TAs—by ensuring that the TAs selected for their courses have relevant backgrounds and skills in the discipline.

1. Review of TA Pool

Faculty and/or potential supervisors of TAs will have access to the TA summary of applicants in the I:drive [[I:\CLSE TA\TA Assignments](#)] to identify and request students for assistance with specific courses. The assignment process will begin May 1st, and faculty and supervisor will continue reviewing the pool as needed. Supervisors must keep in mind the following factors when considering TAs for their programs:

- Academic strengths
- Teaching experience and past performance

2. Assignment

The College of S&E Teaching Assistant Assignment Committee will convene a meeting to review the recommendations submitted by faculty and/or supervisors. The committee will deliver the final decision of TA assignments two weeks prior to the start of the immediate fall or spring semester.

Teaching assistantships will be distributed as needed to meet the overall good of the College. Some programs with large demands for TAs have no graduate programs from which to draw such TAs (e.g., physics, mechanical and electrical engineering). Therefore, it will often be necessary to first place qualified TAs in courses in difficult-to-fill areas (e.g., chemistry, microbiology, physics, statics, dynamics, and electrical circuits), and in upper-division courses (which require more specialized skills). A student who has prior experience TA-ing as TA for a particular class is not guaranteed re-assignment if there are other qualified candidates with priority consideration. The priority consideration date will be updated every semester and will be posted on the online application at the beginning of the semester preceding the term for employment.

Students who have accepted TA assignments will not be permitted to switch to different Graduate Assistantship positions (such as RA) unless an agreement has been reached among all parties affected by the change of graduate assistant assignment.