

Sample Contract for Faculty and Graduate Teaching Assistants

Faculty: _____ TA: _____

Semester: _____ Course: _____

Course Meeting Time/Location: _____

Lab/Discussion Meeting Time/Location (if applicable): _____

This sample contract highlights some of the common responsibilities for graduate TAs. Not all of these items may be applicable to this particular course. Use this document as a guide to discuss the TA responsibilities in more detail and add additional requirements / expectations, as appropriate. The faculty and the TA should agree on the expectations for the TA appointment prior to the start of the course. Further discussion, follow up, and feedback throughout the semester are recommended.

TA Attendance	Notes
At lectures (all, some)	
Take notes or will be given notes	
Other	

Class Preparation	Notes
Set up technology or demonstrations in classroom before lectures	
Proctor exams (alone or with other TAs, faculty)	
Responsibility for creating exams, assignments	
Other	

Administrative	Notes
Keep class attendance	
Maintain grade book	
Manage online information (e.g., Sakai)	
Other	

Grading	Notes
Specific grading responsibilities Exams (dates) Assignments (dates) Homework Quizzes Projects	
Specific grading procedures (online submission of assignments/exams, scantron)	
How will grading standards be explained (rubric, guidelines)?	
Will faculty review TA's grading prior to returning work to students?	
Timeline for grading and returning work to students	
Process for handling student grading complaints or disagreement with TA's grading	

Office Hours	Notes
Will TA hold office hours? Where? How often? In person? Virtual?	
How is TA expected to conduct office hours (explain, clarify, review homework, work with students on projects)?	
Policies for notifying students in case of cancelation of office hours	

Working with Student Issues	Notes
What kinds of issues need to be reported to faculty?	
Policy for late assignments, extensions, absences	
Procedures for ensuring academic honesty	

Teaching Methods	Notes
Is the TA expected to lecture? How often? Which topics? Will faculty be present? Will TA receive feedback on performance?	
Will TA review lecture plans with faculty prior to lecture?	
Is the TA expected to hold review sessions prior to exams?	

Discussion/Lab Sessions (If applicable)	
Create a separate syllabus or lesson plan for the TA section?	
Pre-established assignments? How much flexibility does the TA have in conducting the lab / discussion section?	
Does the TA have autonomy to design his/her own activities or assignments? If yes, would they need to be reviewed by faculty? How soon in advance?	
Maintain / obtain equipment	

Communication with Faculty	Notes
How frequently and in what form will you touch base (in person, email, regularly scheduled meetings, meetings as needed)?	
How much advanced notice is needed for time conflicts?	
How do you best receive feedback? (both faculty and TA)	

TA Teams (more than one TA assigned to the course)	Notes
Is there a “lead” TA? What is his/her role?	
Will all the TAs meet regularly?	
Policies for maintaining consistency among TAs assigned to various sections of the same course	

Feedback and Evaluation of TA	Notes
Faculty observation of lecture or lab/discussion section	
Formative early-term feedback from students	
Formal end-of-term student evaluations – will TA questions be part of the faculty evaluation form or will the TA have a separate student evaluation form?	
Will there be separate student evaluation forms for lab/discussion sections?	
Formal evaluation by faculty – how will evaluation be used, re-appointment, teaching award, for improvement only?	

Other Responsibilities and Notes:

We have discussed the issues above and agreed upon the responsibilities of the TA position for this course.

Signature of Faculty Member

Signature of Teaching Assistant

Date

Date