

CEOAS Teaching Assistant Allocation Guideline

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Authors: Anita Grunder, Kaplan Yalcin, Julia Jones

Reviewed by IPC

It is the intention of CEOAS to provide teaching excellence in courses, including abundant opportunity for student-instructor interaction. Toward this goal, CEOAS aims to provide adequate staffing of courses with recitation sections, lab sections and graders in the way of graduate teaching assistants. Appointments will typically be at the 0.2 or 0.4 level.

TA appointment levels will be made in accord with university guidelines on work loads. A 0.1 FTE is responsible for 4 hours per week over the 13-week quarter, or 52 hours total. For example in 2012-13, a 0.2 TA has a commitment of 104 hours over 13 weeks; 208 hours for a 0.4 TA. While pay is distributed over 13 weeks, the work is primarily distributed over 10 weeks. Instructors are expected to design TA loads to avoid onerous schedules at course exam times.

TA allocations will be consistent between face-to-face (traditional) and Ecampus (online) sections of the same course. While the nature of the work may differ, the learning outcomes are the same and the workload are comparable.

- Graders assist the instructor in grading papers and are mainly in courses without lab or recitation. They may be added to such courses when enrollment is high.
- Lab TAs prepare for lab sections in collaboration with the instructor, teach lab sections, and provide evaluations for lab grade. Labs are mainly 2/hours/week; some are more.
- Recitation TAs prepare for sections in collaboration with the instructor, teach the recitation and provide evaluations for the recitation grade. Recitations are 1 hour/week.

For all courses, TA allocation is as follows

Course level	Grader (FTE/students)	Lab TA** (FTE/students)	Recitation TA (FTE/students)
100*	0.1/40-60	0.1/30	0.1/35
200*	0.1/40-50	0.1/20	0.1/35
300*	0.1/40-50	0.2-0.3/15-20	0.1/35
400***	0.1/30	0.2-0.3/15-20	0.1/20
500/600	0.1/15	0.2-0.3/15-20	0.1/20

* For large enrollment courses (>~100 students), an additional 0.1 FTE will be allocated for a head TA.

** TA allocation for lab sections is based on 2 hours of lab time per week. Hence, courses with longer labs will be allocated commensurate TA support (i.e., twice the allocation for labs meeting 4 hours per week).

*** WIC courses and capstone courses, which require additional grading of student papers, may receive additional support depending on enrollment.

Additional Information

At time of merger, there were 11 FTE in TA support allocated annually to support GEO courses. An additional approximately 3.0 FTE had been allocated to support MRM, OC and ATS courses at a different load formula. In 2013-14 we have needed an average of 15.6 FTE, including the ones below. As course sizes increase and as we add new programs (e.g., Ocean Science option) we will need additional TA support.

Additional TA commitments at this time include two 0.25 TAs for the Salmon Bowl, which is externally funded; 0.49 is allocated as GIS TA to Dawn Wright and the future status is unknown at present; 0.4 is allocated to the transboundary TA (Aaron Wolf); and 0.3 to the electron probe lab (Frank Tepley) and 0.25 to the Keck Collaboratory (Adam Kent). The last two are not class-room TAs, but provide support in labs.