

Policy for Teaching Assistants

A teaching assistant (TA) who is not the Instructor of Record/Faculty person teaching the course, may have an ongoing instructional role within a course.¹ A teaching assistant (TA)

- will normally be a PhD student at any stage in her or his program;
- will have regular supervision throughout the course from the faculty instructor;
- and may contribute to some course evaluation processes (if so, under supervision with clear evaluation criteria and grading processes, with the instructor of record retaining final accountability).²

Normally the course will be the introductory course in their department of admission. Involvement in a course outside the student's major area but related to the course of study may be possible if resources (people and funding) are available and if no other PhD students are registered for the course or, in multiple level courses, in the section/s to which the TA contributes.³

In the semester prior to the course being taught, after consultation with other members of the Department, the Faculty Instructor of Record will invite the student to take up this role of TA. The invited person will be advised of their duties and expected time commitment. Such roles will normally be compensated as part of a PhD stipend or, in special circumstances,⁴ by the payment of the current rate (see the Associate Dean for the current rate). This obligation assumes a minimum stipend of \$3000, the likelihood of a one-semester TA opportunity, and will be set in place by PhD admission letters in 2015 and thereafter.⁵

In the semester prior to the teaching of the course, the Faculty person responsible for the course will send a recommendation to the Faculty Committee verifying the person's expertise (CV and statement of eligibility under this policy to be attached), and indicating duties, regular supervision, and the course's evaluation criteria and processes (if the person's duties involve some evaluation work). Upon the Faculty Committee's review and motion to approve, final approval rests with the full Faculty.⁶

¹ A Teaching Assistant (TA) as defined in this policy is not to be confused with a Student Assistant (SA). The latter assist faculty in a variety of non-instructional tasks.

² This policy does not pertain to PhD students employed to teach Introductory language courses.

³ This policy does not pertain to the occasional visit by a PhD student to a class for the purpose of making a one-off presentation.

⁴ Special circumstances include a student who, because of their own resources, chooses not to accept financial aid.

⁵ This commitment assumes the admission of students who, given appropriate instruction in their PhD program and supervision by faculty, will be able to carry out the duties of a TA as described by this policy.

⁶ The rationale for this process is that all instructional appointments should be approved not only by the Faculty Committee but by the full Faculty including "non-adjunct instructional appointments" for Brite Choir, assistants for the Foundations for Preaching course, and Theological Reflection Group leaders for Supervised Ministry.