

# Teaching Assistant (TA) Agreement

Department of Educational Psychology (EDP), University of Texas at Austin

Teaching Assistant:

EID:

Instructor:

Course Title:

Semester:

Year:

**INSTRUCTIONS: Prior to assignment as a Teaching Assistant (TA), the TA and course instructor must complete and return this agreement to the EDP Executive Assistant.**

**Workload Policy:** TA workload should not exceed an average of the # of hours per week of the teaching assistant assignment. TAs are NOT responsible for assisting with instructor’s research, errands, or personal tasks. TAs are not responsible for course instruction, and should not deliver primary lectures. TAs may only be assigned duties that are adjunct to regular classroom instruction: they may not serve as the instructor for any instructional activity (e.g., TAs are not permitted to teach a class if the instructor is unavailable). However, TAs are welcome to teach one class meeting as a mentoring opportunity, with the instructor present.

**Title IX:** University policy prohibits sexual interactions or romantic relationships, including consensual relationships, between an employee and an undergraduate student. Be mindful of this policy when interacting with students and make sure to maintain appropriate boundaries.

**Leaves of absence:** Any potential leaves of absence during the period of employment (listed below), including conferences and personal time off, must be approved by the instructor. TA Employment Dates:

Fall: September 1 – January 15

Spring: January 16 – May 31

Summer: June 1 – July 15 (1<sup>st</sup> Session), July 16 – August 31 (2<sup>nd</sup> Session), June 1 – August 31 (Whole Session), June 1 – July 31 (9-week Session)

**TA Evaluations:** At the end of the employment period, TA work performance will be evaluated by the course instructor. Teaching Assistants will have an opportunity to discuss their evaluation with the instructor; evaluations are kept on file by the EDP Department, and a copy will be provided to both the student and instructor.

**TA Duties:**

Responsibility	Yes	No	Frequency	Notes
Attend Class				
Take Attendance				
Read Class Materials				
Prepare Class Materials				
Meet with Instructor				
Meet with other TAs				
Grade Homework				
Grade Exams				
Post Grades				
Proctor Exams				
Maintain Canvas				
Communicate with Students				
Hold Office Hours				

Proctor Final Exam				
Proctor Makeup Final Exams				
Grade Final Exam				
Post Final Grades				
Additional Duties:				

**Performance Guidelines for Student Employees:** Student employees are expected to meet work performance standards established by their supervisors, their employing department, and the university. Depending on the particular position, examples of poor work performance may include (but are not limited to) the following:

- repeated tardiness or absence, absence without proper notification to the supervisor or without satisfactory reasons, or unavailability for work
- neglect of duties, loafing or wasting time during working hours
- falsifying time sheets or other university records
- abusing, wasting, or damaging property, supplies, or records belonging to the university, coworkers, or students
- creating or contributing to unhealthy or unsanitary conditions
- violating safety rules or accepted safety practices
- not following [Responsible Conduct of Research](#) protocols or other established procedures
- failing to cooperate with supervisors or coworkers, impairing the work unit's function, or disruptive or disorderly conduct
- theft, dishonesty or unauthorized use of university property, including records and confidential information
- failing to meet a reasonable and objective measure of efficiency and productivity
- failing or refusing to follow instructions or to perform designated work
- failing to meet deadlines and/or complete project assignments
- not providing customer service as required under job expectations
- inappropriate, unauthorized, or illegal use of the university's information technology resources, including violations of the university's [Acceptable Use Policy](#) and [Information Resources Use and Security Policy](#)
- violating policies or rules of the university or The University of Texas System, including the [Institutional Rules on Student Services and Activities, Chapter 11](#) (Student Discipline and Conduct)

*I, the Teaching Assistant,* understand and accept the above policies and expectations. The above course duties were reached in conjunction with the instructor of the course.

Signature:

Date:

*I, the course Instructor,* understand and accept the above policies and expectations. The above course duties were reached in conjunction with the TA.

Signature:

Date: