EDP TA Assignment Policy

EDP TA Assignment Guidelines

The budget for TAs is fixed annually. TA assignments will adhere to these guidelines, which were approved by the EDP Leadership Team in June of 2016, with revisions approved January 2017.

The Leadership Team, using the guidelines below, will make decisions about TA allotments per course.

Preliminary TA allotments are made at these times:

- Spring in the May Leadership Team meeting
- Summer/Fall in the November Leadership Team meeting

Final TA allotments are made at these times:

- Summer/Fall in May
- Spring in November

TA allotments made at these times must fit within the existing budget. All faculty will be notified of their allotments.

In appointing the actual TAs, every effort will be made to honor the preferences of faculty with the following considerations:

1. Students to whom TA commitments have been made as part of recruitment packages, must first be assigned;
2. No EDP student will be assigned to more than 20 hours of TA/AI/GRA within EDP per semester.

Guidelines for Tenured/Tenure-Track (T/TT) Faculty taught courses

\( T/T = \text{Professor, Associate Professor, Assistant Professor} \)

TA priorities:

1. Undergraduate courses
   a. Large classes (≥60) = 20 hours of TA support
   b. Classes with ≥30 = 10 hours TA support
   c. ALD 328 classes with 20 students and a writing flag = 5 hours TA support (10 pending sufficient funds)
   d. Very large classes (>100) = 30 hours of TA support (pending sufficient funds)
2. Graduate courses with an intensive student assessment component such as assessment courses (e.g. courses in which doctoral students are being trained to deliver individually administered psychological tests) with a minimum enrollment of 10 = 10 hours of TA support.
3. Other student skill based courses that require intensive supervision, and with a minimum enrollment of 20, will be considered by the Leadership Team for 10 hours of TA support (pending sufficient funds).
4. First and second-year faculty members will receive 10 hours of TA support for each new class preparation (up to four long semesters) in the event the class does not meet other TA guideline criteria, e.g. lower enrollment.
5. Graduate classes with larger enrollments (30 or higher) or combined enrollment over 40 (in the same semester) across multiple graduate classes = 10 hours TA support (if needed and pending sufficient funds).
6. T/TT faculty with department administrative assignments may elect a one course reduction from their annual teaching load of 2/2 OR in lieu of one course reduction, receive 10 hours of TA support each semester to assist with their teaching duties. Faculty wishing a course reduction must notify the department chair in writing in the spring semester prior to the opening of fall course registration to assure timely cancellation of the class.

Guidelines for Non-Tenure-Track (NTT) Faculty taught courses

\( NTT = \text{Phased Retirement, Adjunct, Lecturers, Emeritus, Clinical faculty} \)

NTT faculty members are not eligible for TA support except in the following circumstances:

1. Undergraduate courses
   a. Large classes (≥60) = 10 hours of TA support
b. ALD 328 classes with 20 students and a writing flag = 5 hours TA support (10 pending sufficient funds)

2. NTT faculty teaching graduate assessment courses (e.g. courses in which doctoral students are being trained to deliver individually administered psychological tests) or courses with large enrollments (30) may be assigned TA support (10 hours) at the discretion of the department chair and Leadership Team provided there are adequate financial resources available or extenuating circumstances.

3. NTT faculty with department administrative assignments may elect a one course reduction from their annual teaching load of 4/4 OR receive 10 hours of TA support each semester to assist with their teaching duties. Faculty wishing a course reduction must notify the department chair in writing in the prior spring semester before the opening of fall course pre-registration.

Summer TA Support

No distinction will be made between T/TT and NTT faculty.

Only 20 hour/week TA assignments are made in the summer and those hours are to be assigned to one student (vs split between two students).

Undergraduate courses with 50 or greater enrollment are eligible for TA support pending sufficient funds.

Graduate courses with 30 or greater enrollment are eligible, pending available funds.

Department Administrative Teaching Assistants

Human Subjects Pool Coordinator, 20 hours/week per long semester

Serves as the coordinator, under faculty supervision, for the human subjects pool for student dissertation researchers primarily in the HDCLS and QM areas of study. Proposed to be a multiyear TA assignment renewable with satisfactory annual job performance reviews. In final year position will be split between the incoming and outgoing TA. HDCLS or QM students are prioritized for the position.

Assessment Materials Coordinator, 20 hours/week per long semester

Serves as the coordinator of the psychological assessment kits and materials library currently located in the Information Technology Office. Duties involve periodic inventory of the materials, liaison with students in classes using materials, trouble-shooting, assisting in preparation of purchasing requests. Proposed to be a multiyear award renewable with satisfactory annual job performance reviews. In final year this position will be split between the incoming and outgoing TA. SP & CP students are prioritized for the position.

Department Graduate Assistant, 10 hours/week per long semester

Provides support for the department chair, associate department chair, graduate adviser, and staff.

Student Employee Requirements to Attain and Maintain Appointment

To be considered for TA/AI/GRA positions, students must complete the online EDP application and submit appropriate credentials as requested for review.

All TAs/AIs/GRAs are required to attend, or complete online, the EDP student employee training prior to their appointment year. (Once students have completed the training, they do not need to repeat it unless requested by their supervisor).

All TAs and AIs will undergo a performance evaluation by their faculty supervisor each semester. Student employee performance evaluations will be kept on file digitally in UT Box.