EDP TA Assignment Policy

Revised November 30, 2017; currently under revision for 12.11.2017

General Information

The budget for TAs is fixed annually; TA allotments must fit within this budget. The EDP Leadership Team adheres to the guidelines below in making TA assignment decisions.

In appointing 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 may be assigned to more than 20 hours of TA/AI/GRA within EDP per semester.

Decision Timeline

- May Leadership Team Meeting: Spring preliminary decisions; Summer/Fall final decision.
- November Leadership Team Meeting: Summer/Fall preliminary decisions; Spring final decision.

All faculty will be notified of TA allotment decisions via email within one business week of the Leadership Team final decision (see schedule above).

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

T/TT = Professor, Associate Professor, Assistant Professor

1. Undergraduate Courses:
   a. ≥ 30 students = 10 hours TA support
   b. ≥ 60 students = 20 hours TA support
   c. ≥ 100 students = 30 hours TA support (pending sufficient funds)
   d. ALD 328 classes with ≥ 20 students and a writing flag = 5 hours TA support

2. Graduate Courses:
   a. ≥ 30 students = 10 hours TA support (pending sufficient funds).
   b. Intensive student professional supervision/practice component (e.g. courses in which doctoral students are being trained to deliver individually administered psychological tests) and ≥ 10 students = 10 hours TA support.

3. First and second-year T/TT faculty members = 10 hours TA support for each new class preparation (up to four long semesters) if the class does not meet other TA criteria.

4. T/TT Faculty with department administrative assignments may elect to receive 10 hours TA support per long semester OR a one-course reduction from their annual teaching load of 2/2. Faculty choosing a course reduction must notify the department Chair in writing by the semester prior to the opening of course registration.

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

NTT = Adjunct, Emeritus, Clinical faculty, Lecturer, Phased RetiremenT

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

1. Undergraduate Courses:
   a. ≥ 60 students = 10 hours TA support
   b. ALD 328 classes with ≥ 20 students and a writing flag = 5 hours TA support

2. Graduate Courses:
   a. ≥ 30 students = 10 hours TA support (pending sufficient funds).
   b. Intensive student professional supervision/practice component (e.g. courses in which doctoral students are being trained to deliver individually administered psychological tests) and ≥ 10 students = 10 hours TA support.
3. NTT faculty with department administrative assignments may elect to receive 10 hours TA support per long semester OR a one-course reduction from their annual teaching load of 4/4. Faculty choosing a course reduction must notify the department Chair in writing by the semester prior to the opening of course registration.

Summer TA Support

- No distinction is made between T/TT and NTT faculty.
- Only 20 hour/week TA assignments are made in the summer, and those hours must be assigned to one student (vs split between two students).

1. Undergraduate Courses ≥ 60 students = 20 hours TA support (pending sufficient funds).
2. Graduate Courses ≥ 30 students = 20 hours TA support (pending sufficient funds).

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.

Administrative TA Positions

EDP 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.

EDP 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.