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. \( \geq 30 \) students = 10 hours TA support
   b. \( \geq 60 \) students = 20 hours TA support
   c. \( \geq 100 \) students = 30 hours TA support (pending sufficient funds)
   d. ALD 328 classes \( \geq 20 \) students and a writing flag = 5 hours TA support

2. Graduate Courses:
   a. \( \geq 30 \) 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 \( \geq 10 \) 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. \( \geq 60 \) students = 10 hours TA support
   b. ALD 328 classes \( \geq 20 \) students and a writing flag = 5 hours TA support

2. Graduate Courses:
   a. \( \geq 30 \) 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 \( \geq 10 \) 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/T 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 \( \geq 60 \) students = 20 hours TA support (pending sufficient funds).
2. Graduate Courses \( \geq 30 \) students = 20 hours TA support (pending sufficient funds).