EDP TA Assignment Policy

Revised 2.5.2018

General Information

TA allotments must fit within the annual budget determined by the COE Finance Office. The EDP Leadership Team adheres to the guidelines below in making allotment 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 student may be assigned to more than 20 hours of TA/TAI within EDP per semester.
3. No student may be employed for more than 30 hours total per semester.
4. The student meets all UT and EDP criteria for [Student Employment >>]

Faculty will be notified of TA allotment via email within one business week of Leadership Team decision:

- May Leadership Team Meeting: Summer/Fall allotment decision
- November Leadership Team Meeting: Spring allotment decision

TA Assignment Guidelines

After the below TA priorities are met, the remaining TA allotment will be split equally between each Program Area to assign as they see fit. Note: Department Chair review and approval is required before TA offers may be made to students.

TA support is capped at 30 hours per semester per instructor.

Undergraduate Courses

- Tenured/Tenure Track Faculty (T/TT), and Full-Time Core Non-Tenure Track Faculty (Core NTT)
  1. ≥ 30 students = 10 hours TA support
  2. ≥ 60 students = 20 hours TA support
  3. Multiple courses ≥ 100 students each = 30 hours TA support
  4. Classes ≥ 20 students and a writing flag = 5 hours TA support

- Part-Time Non-Tenure Track Faculty (NTT)
  1. ≥ 60 students = 10 hours TA support

Administrative Assignments

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 (annual teaching load = 2/2 for TT, 4/4 for NTT). Faculty must notify the department Chair in writing of their choice prior to course schedule finalization.

New T/TT Faculty

First and second-year T/TT faculty members = 10 hours TA support for each new class preparation (up to 4 long semesters) if the class does not meet other TA criteria.

Summer Semesters

Only 20 hour/week TA assignments are made in the Summer, and those hours may only be assigned to one student (vs. split between two students). Summer EDP courses generally do not receive TA support, with the following exception:

1. Undergraduate Courses ≥ 60 students = 20 hours TA support, pending sufficient funds