TA Assignment Policy

Updated 6.20.2018

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/AI 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.

EDP Executive Assistant will notify faculty of their TA allotment via email within one business week of:

- May 1: Summer/Fall allotment decision
- Mid-November: Spring allotment decision

Note: Department Chair review and approval is required before TA offers may be made to students.

TA Assignment Guidelines

- All TAs are assigned at Chair discretion – the following guidelines represent TA priorities and do not guarantee TA assignment.
- COE Workload Policy and college/department minimum course enrollment guidelines must be met to qualify for a TA.
- TA support is capped at 20 hours per instructor per semester (exceptions to this are rare and based on department budget).
- In addition to the TA priorities below, each Program Area will be allotted one discretionary 10-hr TA allotment to utilize within their area as they see fit.

Full-Time (100% Appointment) Faculty

1. All Full-Time faculty will be assigned 10 hours of TA support each long semester that they teach.
2. Faculty teaching high-enrollment courses (≥60) may be assigned 10 additional TA hours at Chair discretion per section.
3. Faculty with Administrative assignments (Area Chairs, Department Chair, and Graduate Adviser) may choose EITHER a 1-course release OR an additional 10 hours of TA support.

Part-Time and Phased Retired Faculty

1. TA assignments for Part-Time faculty are based on budget/enrollment and are made at Chair discretion.

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. Faculty teaching high-enrollment courses (≥60) may be assigned 10 additional TA hours at Chair discretion.