

SEFS Policy on Instructional Support Personnel

To be in compliance with the UAW-ASE union contract, SEFS has implemented the following policies regarding hiring instructional personnel other than TAs.

1. Teaching or instructional support duties* may not be filled by student volunteers or through assignment of extra credit to individual students. (Note: extra credit opportunities must be made available to all students in the class.)
2. All students who serve as instructors and instructional support personnel must be appointed and paid through the UW payroll system (i.e., Workday).
3. If there is a pedagogical value to the students in serving in these roles, learning objectives need to be defined and student learning needs to be evaluated. Students must enroll in ESRM 399 (Field or Teaching Internships) or SEFS 595 (Graduate Teaching Practicum). For both of these courses, specific tasks and learning goals must be established before the quarter begins, and the amount of work needs to be appropriate to the learning objective and number of credits.
 - a. Students who sign up for credit and support instruction are called Teaching Interns.
 - b. The instructional tasks must not take more time than needed for the student's learning.
4. Requests for paid instructional support personnel will be considered by the director's office annually as part of the TA allocation process. This includes such personnel as Readers/Graders, Field Trip Support, and Lab Assistants.
5. The terms "teaching assistant" or "TA" may only be used to describe students hired as TAs under the UAW ASE contract. Any other use of the term (e.g., peer TA or volunteer TA) signals a violation of the contract.

***TA job duties that are under the purview of the UAW ASE contract:**

Attend lectures	Prepare course attendance records
Conduct quiz section meetings	Maintain course attendance records
Facilitate discussions	Maintain records on individual assignments
Prepare lectures for quiz sections	Maintain grading records
Prepare review materials for quiz sections	Calculate quarter grades
Obtain room for review sessions	Request student assessments for course
Hold extra review sessions for exams	Coordinate with OEA for course evaluations
Request or acquire necessary equipment	Prepare lecture materials
Hold regular office hours	Present lectures
Tutor students	Prepare overheads
Manage and respond to course-related e-mail	Prepare handout materials
Prepare webpage for course materials	Review literature
Maintain (update) webpage for course materials	Place course materials on library reserve
Develop and maintain online bulletin boards	Attend instructor/TA meetings
Prepare test questions	Act as mediator between student and professor
Proctor exams	Review textbooks for use
Score exams	Order textbooks