

SEFS Teaching Assistant (TA) and Hourly Teaching Support Allocation Policy

The Director of SEFS makes final decisions on allocation of TA and other teaching support for SEFS courses, and evaluates the tradeoffs between the desire to offer the course and the costs of offering the course. In doing so, the Director will apply the following guiding principles for TA and teaching support allocation decisions.

1. Required core ESRM and BSE courses have priority for TA or other support, given sufficient enrollment (60-75).
2. Course enrollment must be at least 60-75 to merit 1 TA.
3. Courses with less than 60-75 enrolled, but with significant lab and field activities, or safety issues (any class where students could be hurt without proper supervision), have priority for TA or other support (e.g. hourly field trip leaders, lab help). Faculty may request hourly support by providing a description of the tasks, approximate number of hours, and rationale for the support.
4. In-person courses have priority over on-line courses.

For **summer quarter** allocations, which are currently based on a different budget model, the procedure will be:

- A. No TA allocated until the course enrolls at least 20 students.
- B. One TA will be allocated for courses enrolling for 20-59 students, and two TAS for 60-100 students.
- C. Summer courses will be capped at 100 students. Therefore the maximum number of TAs a summer course could be allocated will be two.

In order to be compliant with the UAW Academic Student Employee [Contract](#) governing these appointments, we must follow their policy, timelines and job duties.

The schedule for SEFS allocations and appointments is [here](#)

The policy for student appointments and eligibility is [here](#)