

### **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 term "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 ~ Conduct quiz section meetings ~ Facilitate discussions ~ prepare lectures for quiz sections ~ Prepare review materials for quiz sections ~ Obtain room for review sessions ~ Hold extra review sessions for exams ~ Request or acquire necessary equipment ~ Hold regular office hours ~ Tutor students ~ Manage and respond to course-related email ~ Prepare webpage for course materials ~ Develop and maintain online

bulletin board ~ Prepare test questions ~ Proctor exams ~ Score exams ~ Prepare course attendance records ~ Maintain course attendance records ~ Maintain records on individual assignments ~ Maintain grading records ~ Calculate quarter grades ~ Request student assessments for course ~ Coordinate with OEA for course evaluations ~ Prepare lecture materials ~ Present lectures ~ Prepare overheads ~ Prepare handout materials ~ Review literature ~ Place course materials on library reserve ~ Attend instructor/TA meetings ~ Act as mediator between student and professor ~ Review textbooks for use ~ Order textbooks