

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

The Director of SEFS makes the final decisions on allocation of TA and other teaching support for SEFS courses and evaluates a number of tradeoffs including between the desire to offer instructional support and the costs of offering such support; as well as between the impact on faculty workload and the teaching needs of SEFS academic programs. In doing so, the Director will apply the following guiding principles for TA and teaching support allocation decision. These guidelines are advisory to the Director. Teaching support allocation decisions are typically made in Winter quarter for the following Academic Year, and are discussed with faculty members during Work Planning meetings with the SEFS Director.

1. Required core ESRM and SBSE courses have priority for TA or other support, given sufficient enrollment.
2. For most teaching situations, course enrollment must be at least 75 for consideration of allocating one TA.
3. Courses with less than 75 enrolled, but with significant lab and field activities, or safety issues (any class where students could be hurt without proper supervision), may be considered for TA or other support (e.g. hourly field trip leaders, lab help).
4. Depending on the course, other support (e.g., reader-graders) will be considered. Faculty may request hourly support by providing a description of the tasks, approximate number of hours, and rationale for the support.
5. In-person courses have priority over online courses.

Per ASE Union rules, if a faculty instructor is allocated a TA, the instructor may offer this position to the graduate student they advise. In all other cases, available positions will be advertised (first within SEFS, then more broadly) and the instructor will be offered an opportunity to rank the applicants. When applicable, SEFS graduate students who are awarded TA quarters as a part of their recruitment package also apply at this stage and should be given priority when qualified. The Director, in consultation with the Executive Committee, makes final TA assignments. Usually, instructors' preferences are able to be accommodated although SEFS cannot guarantee that the instructors' first choice will serve as a TA.

For summer quarter allocations, a self-sustaining instructional budget model is in place, which results in the following decision sequence:

- A. In Autumn, faculty and graduate students submit their teaching applications for Summer teaching.
- B. In Winter, upon approval by the College of the Environment, enrollment targets for justifying the course and any TA support are established.
- C. In Spring, decisions on summer teaching and teaching support are made based on enrollment.

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

For the policy for student appointments and eligibility see the *SEFS Policy on ASE Support for Graduate Students*.