



Policy Title: **Student Teaching Assistants in the College of Architecture and Planning**

Effective Date: August 1, 2019

Last Reviewed/Updated: July 29, 2019

Applies to: College of Architecture and Planning

I. Introduction

Assisting with instruction has traditionally been an excellent opportunity for students to test their abilities as teachers and as future scholars in their chosen discipline. At the same time, however, students attending a comprehensive university such as CU Denver have the right to expect instruction to be provided by faculty and by those who have received advanced training in their discipline.

The campus wants to encourage the involvement of undergraduate and graduate students in classroom, studio, and laboratory instruction where such involvement enhances but does not compromise the integrity of the educational experience for enrolled students. With this goal in mind, the administration of the College and its departments has adopted a set of guidelines under which departments and programs may utilize advanced undergraduate and graduate students in an instructional role. Deviation from these guidelines should occur only with the knowledge and agreement of the appropriate Dean. Department Chairs bear primary responsibility for implementation and for ensuring compliance with these guidelines.

II. Policy Statement

1. Within a department, and as far as possible throughout the University, undergraduate and graduate appointees holding the same type and level of service appointment should have a similar appointment structure. In making teaching assignments, factors such as course difficulty, necessary class preparation time, and number of in-course hours should be considered. The number of hours for the appointment is meant to represent the total time spent in class, preparation for class, grading, and office hours. TAs should be hired at a minimum of three hours.
2. The appointment must be equated to the number of hours the student is expected to work each week. These hours must include all duties necessary for the completion of the

student's teaching assignment, i.e., office hours, in-class time, grading, and preparation time. The maximum number of hours a student may work during the fall and spring semester is 25 hours per week.

3. Appointments can be made on either an academic year or semester basis. Normally, academic year appointments run from September to May. Appointments for the academic year, however, must contain a clause that the second semester appointment is based on the student's adequate academic progress and adequate performance in their appointment as a TA or GPTI. Semester appointments run from September to December for fall or from February to May for spring. A department may require a student to work during semester breaks. However, the department should notify the student as part of the terms of appointment if it intends to do so. Student appointees are ineligible for paid vacation or sick leave. A student may make personal arrangements with the department for such leave without pay if needed.
4. Student appointees receive compensation based on the percentage and type of their appointment. Please see separate sheet for the current compensation pay structure.

The University endeavors to provide teaching appointees with facilities needed for satisfactory conduct of their duties, i.e., office space and access to telephones.

1. None of these Terms and Conditions of Employment may be waived except in writing by the Dean or the Dean's delegate.
2. All students appointed as GPTI's, TA's and Graders at the graduate level must have an undergraduate degree that qualifies them to teach or assist with teaching in the field/subject of their appointment.
3. All students being considered for an appointment as a GTPI, GA, RA, Grader or as graduate and undergraduate teaching assistants must be in good academic standing at the time of their appointment.
4. The number of student assistants that may be used to assist in the teaching/administration of classes will be at the discretion of the Department Chair.
5. All students appointed as GPTIs, TAs and Graders will be limited to teach six-credit hours. This can either be through one six-credit course or two three-credit courses. There may be exceptions to this if it is approved by both the student's advisor and the department chair.

Policy Guidelines

1. Students should only be used as assistants in courses that they have already completed or are otherwise academically prepared to assist.
2. Undergraduate teaching assistants (UTAs) and graduate teaching assistants (GTAs) should be rigorously and regularly supervised by faculty who are responsible for the course.
3. UTAs and GTAs may not be used as the primary instructor or instructor of record in any course.
4. UTAs and GTAs are to be compensated for their efforts (tuition credit excluded). Acceptable means of compensation include employment and payment at the prevailing UTA, GTA or grader rate, or by offering appropriate course credit in a course where significant instruction or training in discipline-specific teaching occurs. No UTAs or GTAs are allowed to teach without appropriate compensation.
5. UTAs and GTAs should undergo training prior to their work in a course and wherever possible, continually be trained and supervised throughout their TA assignment.

Acceptable uses of advanced undergraduates and graduate students in the instructional process include:

1. Attending lectures and offering additional office hours or help sessions.
2. Serving as an aide to a faculty member (but not a graduate TA or GPTI) in labs, or studios when the faculty person provides close supervision.
3. Serving as graders of objective exams, quizzes or assignments (quantitative exams, multiple choice, true-false, defined problem solutions) only. Grading must be submitted in each instance to faculty (not graduate TA or GPTI) for review.
4. Serving as preparators or researchers associated with courses.
5. Serving as peer advisors under supervision of trained faculty and/or staff.

Unacceptable uses of TAs include:

1. Assigning grades for any subjective assignment, quiz, exam, or studio project.
2. Assigning course grades.
3. Setting grading policy of any type.
4. Serving as an instructor in course without close supervision by a faculty member.

5. Writing exam or quiz questions that are not rigorously reviewed by a faculty instructor.
6. Any other activity or circumstance in which their use would be perceived by colleagues or by enrolled students as having subsumed or displaced the educational obligations of the faculty member in charge of the course.

Training Policy

All students who formally participate in or assist with any and all forms of course instruction (i.e., labs, studios, grading, department-sponsored tutoring, or any other aspects of teaching) must undergo training. Employees are required to complete online training within the first 90 days of employment. This training is available in the UCD Access Portal under Training: Skillsoft.

- CU: Discrimination & Sexual Misconduct (mandatory)
- CU: Information Security and Privacy Awareness (highly recommended)
- Title IX for Higher Education (mandatory)
- CU: FERPA (mandatory)
- Canvas
- CARE Team

Wherever practical, undergraduate and graduate assistants should receive continual instruction and supervision throughout their assignment by the instructor of record. The instructor of record must assume the primary responsibility for assuring compliance with all campus and university policies and procedures. Professional conduct by undergraduate and graduate teaching assistants is required.

III. Definitions

For the purposes of this policy, the following definitions apply:

Graduate Student: Any student in a graduate or PhD program.

Undergraduate Student: Any student in an undergraduate program.

Upper-Division Undergraduate Student: An undergraduate student in the third or fourth year of an undergraduate program.

GA – Graduate Assistant, Job Code 1502. A GA must be a full-time, regularly enrolled, degree-seeking graduate student in good standing. This title is used to designate graduate students who have assignments within the department that are typically administrative in nature, and not directly involved in instruction.

GPTI – Graduate Part-Time Instructor, Job Code 1503. A GPTI must be a full-time, regularly

enrolled, degree-seeking graduate (typically a PhD) student in good standing. They *must have a master's degree or equivalent*, and demonstrated competence in classroom teaching. GPTIs generally are given full responsibility for an undergraduate class. The activities may include preparing the course syllabus, instructing their class, holding office hours, determining grades, etc. They are the Instructor of Record for that course.

RA – Research Assistant, Job Code 1505. An RA must be a full-time, regularly enrolled, degree-seeking graduate student in good standing. This title is used to designate graduate students who assist in research and are not involved in instruction. Their activities may include assisting with and performing research, writing up results of experiments, and presenting findings at conferences, which potentially may involve travel.

TA – Teaching Assistant, Job Code 1506. A TA must be a full-time, regularly enrolled, degree-seeking graduate student in good standing. TAs must have a bachelor's degree. This title is used to designate graduate students engaged in classroom or laboratory instruction and supervision of either a graduate or an undergraduate course. Their activities may include supervising and leading quiz sections, discussion sections, or laboratory sections, serving as class assistants, or performing comparable activities. Each TA must be under the guidance of a particular professor(s) designated by the department chair or his/her delegate. TAs are not placed in overall charge of courses.

Grader - Teaching Assistant, Job Code 1506. Graduate students in good standing who serve as class assistants and grade tests, quizzes and/or papers and lead review/discussion sessions. Must be enrolled full-time as a regular degree-seeking graduate student. Each grader must be under the guidance of a particular professor(s) designated by the department chair or his/her delegate. Graders are not placed in overall charge of courses.

URA – Undergraduate Research Assistant, Job Code 1507. This title is used to designate upper-division undergraduate students engaged in assisting in research.

UTA – Undergraduate Teaching Assistant, Job Code 1508. A UGTA must be a full-time, regularly enrolled, upper-division, degree-seeking undergraduate student in good standing. This title is used to designation upper-division undergraduate students engaged in classroom or laboratory instruction, grading examinations or term papers or otherwise assisting in the department instructional activities.

Grader – Undergraduate Teaching Assistant, Job Code 1508. Undergraduate students in good standing who serve as class assistants and grade tests, quizzes and/or papers and lead review/discussion sessions. Must be enrolled full-time as a regular degree-seeking undergraduate student. Each grader must be under the guidance of a particular professor(s) designated by the department chair or his/her delegate. Graders are not placed in overall charge of courses.