

TA Job Description for Class BIO 463

Unusual or unique aspects of the course: N/A

What aspects of the course / specific tasks are TAs involved in (what is the role of the TA in the course)?:
Please see below in TA Expectations:

Expectations for TAs *(things that should be specified in the job description for the specific course)*

1. Make reagents including buffers and media, competent cells if necessary
2. Weekly meeting with the instructor
3. Office hrs. for the students (if some students can't meet during office hrs. set by the TA, then the TA should make sure to find another time to meet with them)
4. Grade lab reports and quizzes and assist with exams
5. Make sure that lab is organized
6. Come to lab on the lab day 15 min before start of the lab class and stay for the entire duration of the class
7. For some labs TAs will need to come on days other than the lab day to prepare for the lab
8. Conduct makeup exam/quizzes if need be
9. Procedures to follow if TA is ill: To be determined based on the need for the lab at that time
10. Response time for emails from the faculty member: Within few hours. If TA has an urgent question, they can text me
11. Response time for emails from students in the class: Within 24 hrs.
12. Turn-around time for grading and inputting grades in blackboard. One week.

Commitments by faculty member *(things that should be specified in the job description for the specific course)*

1. Time within which the faculty member will respond to emails from TAs: Within few hrs or text.
2. Timing of when grading rubrics, course materials etc will be provided to TAs: Syllabus will be provided a week before classes start. Other materials will be provided one week before the class time.
3. If TAs are responsible for developing class activities, the length of time before class by which faculty will provide TAs with any materials that they need. This should be at least a week before the class time.

General Biology Department Expectations of TAs and faculty

TAs should work a maximum of 20 hours a week on their TA responsibilities.

TA contracts run from two weeks before classes start until December 31st (fall semester) and from January 1st until a week after graduation (spring semester). [2021/22 dates were Fall – 8/16/21-12/31/21; Spring – 1/1/22 – 5/15/22].

Faculty should respect the fact that TAs also have course commitments and research responsibilities. While TAs are expected to be available for class periods and weekly TA meetings for large courses, faculty should be as flexible as possible in when other tasks are performed. They should also provide as much notice as possible of what these tasks are and any time commitments outside class (for example for lab preparation).

Faculty are encouraged to make the role of TAs in the course explicit in their syllabus and talk to students in their classes about the essential roles of TAs in the course, as well as how students should treat TAs and what they can and cannot expect from TAs (i.e. be polite, TAs are not available 24/7, expected turn-around time for

grading). They are also encouraged to emphasize the international and team orientated nature of science in their classes and to have TAs introduce themselves to classes as professionals integral to the course mission.

TAs are expected to provide feedback to faculty if they find that they are working more than 20 hours a week on TA tasks and/or if the distribution of time spent on different tasks is different from the job description.

TAs and faculty are encouraged to reach out to the Graduate Program Director in the first place (or the Associate Chair or Chair of the Biology Department if that is not possible) if they feel that these expectations are not being met.