

Teaching Assistant Job Description

Overview

Teaching assistants are graduate students who do not have primary responsibility for teaching a course for credit. They perform under the supervision of the instructor of record for the course(s) to which they are assigned, and provide general assistance to the instructional process, such as grading, tutoring, and course preparation. Teaching assistants **are not** permitted to perform research or administrative tasks not related to instruction. Duties assigned must be part of the graduate students overall educational program. **Teaching assistants may not be listed as instructor of record.**

Enrollment Requirements (from UNT Policy 06.020):

The institutional requirement for a minimal load of academic work for TF/TAs in any long semester is 9 semester credit hours (SCHs) of graduate courses. Upon written recommendation of the college/school dean or her designee and approval of the dean of the graduate school, the minimum registration limit may be reduced to three semester hours for the long term for students who have filed an approved degree plan, have completed all course work, and are either ready to take the qualifying examinations and/or registered for thesis or dissertation.

The total combined load of course enrollment and teaching assignment may not exceed the equivalent of 18 SCHs in any long semester. Each academic unit may specify higher minimal loads so long as the specified loads do not exceed Coordinating Board established standards, which specify that supported graduate students may not be required to enroll in more than 9 SCHs of organized graduate coursework or more than 12 SCHs total with the additional 3 SCHs consisting of individualized or non-organized graduate coursework such as research, practicum, special problems, etc.

Job Duties may include:

- Attend lectures
- Present assigned course material in lectures
- Preparation of course materials (handouts, presentations, demonstrations, etc.)
- Hold office hours to meet with students regarding coursework
- Read and evaluate student papers/projects
- Proctor examinations
- Perform individual and/or group tutoring
- Grade exams, papers, and projects
- Conduct/supervise laboratory exercises or recitations
- Conduct laboratory demonstrations
- Keep track of and obtain classroom/laboratory supplies and materials
- Prepare for/clean up after labs
- Attend departmental meetings

For additional information relating to Teaching Assistant responsibilities, please go to:

<http://teachinghandbook.unt.edu/teaching-ideas/tips>

For compensation and benefits information for all salaried graduate students, including Teaching Assistants, please go to: <http://vpaa.unt.edu/graduate-student-recruitment-retention-plan>