**Department of Gender & Women’s Studies**

*TA-Professor Contract*

Professor:

TA:

Course/Semester and Year:

Lecture hours per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date of appointment (one week before the start of classes): \_\_\_\_\_\_\_\_\_\_\_

**TA Basic Responsibilities**

Course development meeting date:

Expectations for TA contributions to course development (eg: review syllabus, provide quiz items, essay prompts, prepare a lecture, D2L set-up and maintenance):

Total number of sections:

TA is required to attend lectures YES NO

Guidelines, if attendance at every lecture is not necessary (Insert guidelines and expectations in case of missing lectures due to illness, life, etc…)

TA is required to do class readings on assigned dates YES NO

TA is required to hold \_\_\_\_\_\_\_\_\_\_\_office hours per week. (What are the contingencies and expectations for notification about cancelled office hours?)

Professor-TA organizational meetings YES NO

Number of Professor-TA meetings during semester:

 Duration of meeting: \_\_\_\_\_\_\_\_\_

 Scheduled meetings (e.g., every other week starting 9/1, or list dates/times of

 scheduled meetings)

**TA absences and contingency plan:**

TAs are expected to fulfill normal requirements of TAs and therefore will create contingency plans for both expected absences (e.g., due to conferences or comprehensive exams) and unanticipated absences (e.g., due to illness). Please list expected absences and explain contingency plans.

**TAs are expected to document the hours worked in order to help professors best manage TA resources, as well as to enable TAs to address workload concerns with professors.** Please make sure you address this point and how you plan to communicate on this issue. For example, will you require the TA to turn in a log of hours worked weekly or will you discuss this in your regularly scheduled meetings?

**Grading:**

Total number and type of assignments to be graded by TA

(e.g., Exams—2—Long essays and multiple choice— TA will offer written feedback and professor will be responsible for assigning a grade; Writing assignments—10—3pg essays—TA will assign a grade and offer verbal feedback to students, if requested; etc.)

**Date Assignment TA Role Grades Due**

**Please describe the following (if applicable):**

* 1. Expectations for type(s) of feedback given to undergraduate students (written, face-to-face, etc.), including who is responsible for giving feedback (in addition to the grading responsibilities outlined above) and deadlines for return of work to students.
	2. Type(s) of record keeping and record back-up required (D2L, spreadsheets, paper records, etc.), including who is required to keep records.
	3. Expectations for submission of grades at the end of the semester. (Deadline? Who will enter the grades into the system?)

Additional notes about TA responsibilities

**Professor Responsibilities**

List all faculty member expected absences during the semester (e.g., due to conference travel) and explain contingency plans for both scheduled and unanticipated absences.

TA evaluation:

1. For discussion sections, the TA and instructor should agree on a date on which the professor will observe discussion, or if preferred, a representative of the UA Teaching Center will be invited to observe class and provide feedback. Similarly, should a TA develop a lecture, feedback should be provided by the professor or UA Teaching Center.
2. Faculty should provide to TAs a written mid-semester formative evaluation assessing their classroom performance, particularly if not holding regular teaching team meetings. Similarly, if not addressed in regular meetings, TAs are encouraged to provide a mid-semester summary of their students’ performance and related issues concerning course progress prior to the 8th week of the semester.
3. Based on university requirements, the department must keep a record of TA performances. Thus, professors are expected to fill out the standard UA TA evaluation form and review it with the TA at the end of the semester. This form is standard and should not be modified. Discussion with the TA at the beginning and end of semester should be used to establish the context and relevance of the evaluative categories.

Additional notes about professor responsibilities:

Signed:

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Teaching Assistant Professor Date