

Teaching by Graduate Students in the College of Architecture and Planning

Definitions:

GA- Graduate Assistant, PS job code number 1502. Full time, regularly enrolled, degree seeking graduate students in good standing who have assignments within the department, but are not directly involved in instruction.

GPTI- Graduate Part-Time Instructor, PS job code number 1503. Graduate student in good standing who must have master's degree or equivalent, and who have 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 of grades, etc. GPTIs must be enrolled as a full-time, regularly enrolled, degree-seeking graduate student.

GRA or RA - Graduate Research Assistant, PS job code number 1505. RA's must be enrolled as a full-time, regularly enrolled, degree-seeking graduate students in good standing. The 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, PS job code 1506. Graduate students in good standing who supervise and lead quiz sections, discussion sections, recitations or laboratory sections, serve as class assistants, or perform comparable activities. Must be enrolled full-time, as a regular degree-seeking graduate student. 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, PS 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 TA must be under the guidance of a particular professor(s) designated by the department chair or his/her delegate. TA Graders are not placed in overall charge of courses.

Terms and Conditions of Appointments:

1. Within a department, and as far as possible throughout the University, graduate appointees holding the same type and level of service appointment should have equal workloads. In making teaching assignments, factors such as course difficulty, necessary class preparation time, as well as number of in-course hours, should be considered. The percentage of appointment is meant to represent the total time spent in class, supervision of TAs, if applicable, preparation for class, grading, and office hours. The University endeavors to provide teaching appointees with facilities needed for satisfactory conduct of their duties, e.g., office space and access to telephones.
2. The percentage of appointment must be equated to the number of hours the graduate student is expected to work. For example, a student who is appointed for 50% can be expected to work no more than 20 hours per week. These 20 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. Any appointments that exceed 50% during the academic year must be approved, in advance of the beginning date of the appointment, by the Dean of the Graduate School.
4. Appointment periods: Appointments can be made on either an academic year or semester basis. Normally, academic year appointments run from August 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 (see "General Qualifications for Appointments" and "Termination of Appointments" sections). Semester appointments run from either August to December for fall or from January to May for spring appointments. 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. Graduate 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. Appointees receive all legal University holidays as paid leave.

5. Graduate student appointees receive a salary based on the percentage and type of their appointment. Please check the most current Graduate Assistant Appointment Manual for the current salary schedules. Graduate student appointees are paid on a monthly basis, on the last working day of each month. The student who is on an academic year appointment receives the first paycheck on the last working day in September and the last paycheck on the last working day of May. Students employed for fall semester receive the first paycheck on the last working day of September and the last paycheck on the last working day of December. Students employed for the spring semester receive the first pay check on the last working day of January and the last paycheck on the last working day of May.
6. A graduate student is eligible to receive tuition remission based on the percentage of appointment, regardless of residency status. A department is required to pay for the eligible tuition remission amount, regardless of whether the student is a resident or non-resident. A department cannot pay for only the resident portion of tuition if the student is a non-resident.
7. None of these Terms and Conditions of Employment may be waived except in writing by the Dean or the Dean's delegate.
8. All students appointed as GPTI's, TA's and Graders must have an undergraduate degree that qualifies them to teach or assist with teaching in the field/subject of their appointment.
9. All students being considered for appointment as GTPI's, GA's, TA's, RA's or Graders or as first-professional and undergraduate teaching aides must be in good academic standing at the time of their appointment.
10. The number of student assistants that may be used to assist in the teaching/administration of classes will be consistent with college policy, which currently allows one appointment for every 50 students enrolled in an undergraduate class, for 40 students in a required graduate lecture class, and for 30 students in a required graduate class with complex technical content. Exceptions to these minimums may be made by the Department Chair. Teaching assistants may be assigned to required design studios on the basis of one appointment for every 50 students enrolled in a designated studio sequence.
11. The first teaching assistant appointed to assist with the activities of a lecture class will be appointed as a Teaching Assistant. All other assistants assigned to help with the same class will be appointed as graders.
12. Beginning as soon as practical but not later than the beginning of Fall Semester 2005, all students who formally participate in or assist with any and all forms of course must undergo sexual harassment training, including attendance at formal workshops to be provided by the Office of Sexual Harassment. The instructor of record must assume the primary responsibility for assuring compliance with all campus and university sexual harassment policies and procedures.

College Policy on the Use of Undergraduates and Graduate First-Professional Students as Teaching Aides

The inclusion of undergraduates and graduate first-professional students in instructional activities of the College has significant educational benefits for the participating students. 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, undergraduates and first-professional students attending a comprehensive university such as CU 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 undergraduates and first-professional 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 first-professional graduate students in an instructional role. Deviation from these guidelines should occur only with the knowledge and agreement of the appropriate Dean and the Provost. Department Chairs bear primary responsibility for implementation and for ensuring compliance with these guidelines.

Policy Guidelines

1. Undergraduates and first-professional students should only be used as aides in courses that they have already completed or are otherwise academically prepared to assist.
2. Undergraduate teaching aides (UGTAs) and first-professional teaching aides (FPTAs) should be rigorously and regularly supervised by faculty (does not include GPTIs and graduate TAs) who are responsible for the course.
3. UGTAs and FPTAs may not be used as the primary instructor or instructor of record in any lecture, recitation, studio, laboratory, or field course.
4. UGTAs and FPTAs are to be compensated for their efforts (tuition credit excluded). Acceptable means of compensation include employment and payment at the prevailing UGTA, FPTA or grader rate, or by offering appropriate course credit in a course where significant instruction or training in discipline-specific teaching occurs.
5. UGTAs and FPTAs should undergo training prior to their work in a course and wherever possible, continually be trained and supervised throughout their UGTA assignment. Professional conduct and sexual harassment training are essential and should be emphasized, for they are likely to face even more intense challenges working with their own age group than are faculty, GPTIs, or graduate TAs.
6. All UGTAs and FPTAs must enroll in a 3 credit teaching methods class concurrent with their first appointment as a teaching aide. They may, after successfully completing the class, serve again as teaching aides without having to retake the class.
7. No UGTAs or FPTAs may be allowed to teach without appropriate compensation.

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

- attending lectures and offering additional office hours or help sessions,
- serving as an aide to a faculty member (but not a graduate TA or GPTI) in recitations, labs, or studios when the faculty person provides close supervision,
- 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,
- serving as preparators, or researchers associated with courses,
- serving as peer advisors under supervision of trained faculty and/or staff.

Unacceptable uses of UGTAs and FPTAs include:

- allowing UGTAs and FPTAs to assign grades for any subjective assignment or for any course or for setting grading policy of any type,
- serving as an instructor in any lecture, laboratory, recitation, field or studio section without close supervision by a faculty member,
- serving as a grader of exams, assignments and quizzes that require subjective evaluation of quality (essays, term papers, oral reports, narrative reports on projects, etc.),
- allowing UGTAs and FPTAs to write exam questions or quizzes that are not rigorously reviewed in each instance by a faculty instructor (GPTIs and graduate TAs not acceptable),
- any other circumstance where their use would be perceived by colleagues or by enrolled students as having subsumed or displaced the educational obligations of the faculty or graduate teaching assistants.

Undergraduate Teaching Aide and First Professional Teaching Aide Training Policy:

Undergraduate and first professional teaching aides working with other students near their own ages are likely to face more intense challenges related to the area of sexual harassment than are faculty, graduate part-time instructors (GPTIs) or graduate teaching assistants (TAs). Beginning as soon as practical but not later than the beginning of FALL Semester 2005, all undergraduate and graduate first professional students who formally participate in or assist with any and all forms of course instruction (e.g. labs, recitations, studios, grading, departmental sponsored tutoring, or any other aspects of teaching) must undergo sexual harassment training, including attendance at formal workshops to be provided by the Office of Sexual Harassment and the Office of Judicial Affairs. This training must occur prior to the time that they begin work in their respective course. Wherever practical, undergraduate and graduate aides should receive continual instruction and supervision throughout their assignment by the instructor of record. That instructor of record must assume the primary responsibility for assuring compliance with all campus and university sexual harassment policies and procedures. Professional conduct by undergraduate and first-professional teaching aides is required and sexual harassment training comprises an essential component of understanding professional conduct.