Notification of Teaching Assistant Duties Form

Department of ______________________________________
(To be completed by the Faculty Supervisor and reviewed with the TA)

Course #______ Course Title: ________________________________
Sem/Yr ___ Instructor: _______ T.A.:
Location: ___ Day/Time:____________________________

NOTE TO FACULTY SUPERVISOR: Check required duties and fill in information below as it pertains to the TA assigned to this course. Meet with TA at the beginning of the appointment to review these duties and discuss your performance expectations in relation to them and to the performance criteria on the student teaching evaluation form (the one handed out to students at the end of the semester) so that the TA understands the kinds of teaching skills that will be assessed.

☐ Attend all lectures
☐ Present lectures as assigned by faculty supervisor
☐ Instruct ______ sections per week (review student evaluation form criteria with TA as noted above)
☐ Hold ________ office hours weekly (provide range of hours)
☐ Attend weekly or as scheduled meetings with Faculty Supervisor
☐ Attend weekly or as scheduled meetings with TA Trainer or Head TA
☐ Assign students to sections at start of semester
☐ Assist in preparation of problem sets/quizzes/exams
☐ Make copies or prepare printing orders of coursework
☐ Read, evaluate, grade, and return in a timely manner _____ papers/lab reports per student (fill in or refer TA to course syllabus)
☐ Read and evaluate _____ examinations per student (fill in or refer TA to course syllabus)
☐ Proctor ______ examinations
☐ Arrange/attend ______ labs/field trips sessions (circle and provide details)
☐ Assist in the preparation of narrative evaluations and/or make grade recommendations as appropriate for students in TA’s section(s)
☐ Keep records of students in TA’s section(s) (e.g., attendance and grades)
☐ Perform other tasks as specified (please list below or attach separate piece of paper)

________________________________________________________________________

These job duties/expectations have been reviewed and discussed with the TA assigned to this course at the beginning of the appointment.

_________________________________________  ___________________________________________
Instructor/Supervisor Signature/Date          TA Signature/Date