Department of Astronomy Teaching Assistant Agreement

Graduate Teaching Assistants are an essential part of a team approach to our Department’s education efforts. We seek not only to educate University undergraduates but also to train our graduate students in best-practices of education and science communication. As much as possible the Department expects the lead educator and GTA’s to work as partners in fulfilling this mission, making decisions together about pedagogy, classroom management, and content.

Faculty Name: __________
Teaching Assistant Name: __________
Course: __________
Meeting Times: __________
Location: __________

We, __________ (faculty) and __________ (TA), met on _____ (date) to discuss Teaching Assistantship duties for ________ (course) in ________ (semester). We have agreed to the following:

TA will (check all that apply):

☐ Hold office hours on ______________________ (date, time and frequency)
☐ Attend classes ____________ (frequency, or “as needed”)
☐ Grade assignments ____________ (frequency, or “as needed”)
☐ Grade exams ____________ (frequency, or “as needed”)
☐ Teach ______ classes throughout the semester
☐ Answer student questions via e-mail
☐ Supervise labs or discussion sections ____________ (frequency)
☐ Design in-class activities, homeworks or labs. ____________ (type and number)
☐ Other __________________________________________________________________

Faculty will (check all that apply):

☐ Observe the TA teaching ____ times throughout the semester and provide feedback
☐ Provide feedback on TA-designed activities/lectures before they are delivered, as long as they are provided _____ days beforehand
☐ Provide a minimum of _____ days for the grading of assignments or exams
☐ Meet with the TA ____________ (frequency or “as needed”) to fill them in on upcoming assignments, activities, etc.
☐ Other __________________________________________________________________

Faculty Signature : __________________________________________

TA Signature : __________________________________________

This document is meant to serve as a guide to structure TAships. Faculty and TA are welcome to revise this agreement at any point during the semester, and are encouraged to revisit it at the midpoint of the semester.

Note: Per University of Arizona requirements, a TA can be expected to work no more than 20 hours per week on TA duties.