Faculty-TA agreement

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| Department:  Course:  Term: |

This is an agreement document between Faculty member \_\_\_\_\_\_\_\_\_\_\_\_ and TA(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . This document is an alternative to the “Allocation of Hours Form” as per Schedule B3 of the CUPE2278 Collective Agreement. This document should be used to open a conversation between the instructor and the TA(s) of the course about how best to collaborate as a teaching team. It is a mentoring tool, as well as an outline of the roles and responsibilities of instructors and teaching assistants. It is also a living document and may change in further discussions between the faculty member and TA(s).

* **Hours**: Full Time TAship \_\_\_\_Part time TAship\_\_\_\_
  + **Vacation time** as per signed contract
  + **Over time:** Process for when TA goes over allocated hours
* TA **Roles and Responsibilities**:  
  *Please check all roles and responsibilities of the TA in this course, and indicate the allocated hours for each task and/or responsibility.*

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| TA Roles and Responsibilities | Allocated hours |
| * Vacation hours\* | 8 hrs out of 192 |
| * Communication between faculty-TA (meetings, email, etc) |  |
| * Communication between multiple TAs (if there is more than one TA in the course) |  |
| * Communication with students outside of office hours |  |
| * Lectures   + Designing lecture content (How many sessions?)   + Teaching lectures (How many sessions?)   + Attending Lectures (How many?)   + Creating breakout rooms   + Monitoring groups activities and responding to student questions   + Monitoring chat and responding to student questions   + Leading discussions (Online \_\_\_ Face2face \_\_\_)   + Etc. |  |
| * Assessment   + Designing quizzes and exams (How many?)   + Editing quizzes and exams   + Putting quizzes online   + Reviewing rubrics together   + Designing rubrics |  |
| * Marking (Assignment\_\_ Midterm\_\_ Final exam\_\_ Quizzes\_\_)   + Creating/editing rubrics and marking schemes   + Grading review among teaching team   + Posting marks |  |
| * Office hours |  |
| * Exam invigilation   + Pre-exam preparation   + Check IDs   + Suspect cheating incidents (how to report)   + Post-exam logistics |  |
| * Administration duties   + Logistics of make-up midterms and exams (i.e: scheduling, photocopying, room booking, storing exam papers, etc.)   + Photocopying   + Room/equipment booking   + Field trip/guest speaker |  |
| * Laboratory preparations |  |
| * Other: |  |

\* Please see Article B 5.01. Vacation pay amounts to 8 hours out of a 192 hour contract, or 4.17% of hours, if less than full-time appointment.

* **Logistics**:
  + Location of class:
  + How to access class (i.e.: when keys needed):
  + Access to course materials (syllabus, text book, rubrics, etc.):
  + Access to photocopy machine:
  + Access to AV and tools/technologies used in the class
  + Access to contact information for students and other TAs/ Access to list of students:
  + Office keys (for office hours):
  + Deadline(s) for grading:

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| List exams/quizzes below | Deadline for grading |
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* + Other:
* **Territory Acknowledgement**
  + What’s the teaching team’s approach to territory acknowledgement?
* **Check- in Meetings** between Faculty and TA(s)
  + Number of pre-scheduled meetings: \_\_\_\_

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| Date and time of meetings | Format of meetings (online? face-to-face?) | What should happen in each meeting |
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* + End of the term ‘check-out’ meeting
    - When will this meeting happen:
    - What will be the format of this meeting: Online \_\_\_\_ Face 2 Face \_\_\_
    - What will happen in this last meeting:  
      *Please check all that you would like to happen in your check-out meeting and/or add new items.*
  + Feedback between teaching team members  
    *Note: refer to the feedback section (below) for more information*
  + Reviewing Course Material:
    - Feedback on course design and delivery
    - Highlighting course successes
    - Listing course revisions
  + Discussing student successes
  + Highlighting TA skills and learning experiences
  + Suggestions for improvement (for TA) and identifying future teaching development needs
  + Formal performance review
  + Other:
  + Process for scheduling meetings when needed: (Please clarify expectations for necessary unscheduled meetings here):
* **Communication**:
* **Teaching team** (Faculty-TA or TA-TA) Communication:
  + Mode(s) of communication (email, in person, slack, etc.):
  + Expectations around response time (i.e.: how often to check email; times when unavailable to respond, etc.):
  + Emergency contact information (for Faculty member and TA):
  + How to proceed if there is conflict in the teaching team:
* **TA-Student** communication
  + Mode(s) of communication with students (email, in person, canvas, etc.):
  + Expectations around response time (i.e.: how often to check email; times when unavailable to respond, etc.):
  + When to involve faculty member in conversation with students (i.e.: student progress, student wellness issues, conflict between students, etc.):
* **Procedures and Protocols:** 
  + Conflict of interest (what is it and how to proceed)
  + Student support:
    - Procedures for how to support students with accommodation needs
    - Procedures for how to support students with wellness needs
      * Review the early alert system and agree on protocols and procedures
  + Student complaints:
    - Process for student complaints about the TA that go directly to the instructor
    - When to involve faculty member when conflicts arise
    - Process of regrading papers as a results of student complaints (i.e.: how to coordinate a response to the student)
  + Grading:
    - Grading review process among teaching team (before grades are posted):
    - Policy on extension requests (who is able to offer extensions, etc.)

*Note to TAs: If in your role as TAs, you experience any instance of discrimination, you can reach out to the faculty member leading the course and/or contact* [*Human Rights Advising*](https://equity.ubc.ca/how-we-can-help/human-rights-advising/) *at the Equity and Inclusion Office for support.*

* **Feedback**
  + How to communicate feedback among teaching team (format and manner of feedback; as well as what each party may be interested in receiving feedback on)

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| * + - Feedback to TA: |
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| * + - Feedback to faculty member: |
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| * + - Feedback between TAs: |
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