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)
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| * Communication between multiple TAs (if there is more than one TA in the course)
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| * Communication with students outside of office hours
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| * 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.
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| * Assessment
	+ Designing quizzes and exams (How many?)
	+ Editing quizzes and exams
	+ Putting quizzes online
	+ Reviewing rubrics together
	+ Designing rubrics
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| * Marking (Assignment\_\_ Midterm\_\_ Final exam\_\_ Quizzes\_\_)
	+ Creating/editing rubrics and marking schemes
	+ Grading review among teaching team
	+ Posting marks
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| * Office hours
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| * Exam invigilation
	+ Pre-exam preparation
	+ Check IDs
	+ Suspect cheating incidents (how to report)
	+ Post-exam logistics
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| * 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
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| * Laboratory preparations
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| * Other:
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\* 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 |
| 1.
2.
3.
4.

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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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This document was developed by Shaya Golparian <shaya.golparian@ubc.ca> and Judy Chan <judy.chan@ubc.ca> at the Centre for Teaching, Learning and Technology (CTLT) at UBC-Vancouver in consultation with the TA Union (CUPE 2278), and is informed by conversations with many faculty members and TAs at the University of British Columbia.

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