

Teaching Assistant Responsibilities

UCLA Department of Linguistics

Created Fall 2018

The responsibilities of Teaching Assistants (TAs) for the Linguistics Department are:

1. **Lecture.** TAs will be expected to attend instructors' lectures, so they can hear the instruction firsthand and advise students accordingly. An instructor may exempt a TA from this requirement under special circumstances.
 - a. TAs are also obligated to attend all TA meetings; an instructor may exempt a TA from this requirement under special circumstances.
 - b. TAs might additionally be required by the instructor to help construct course material or notes.

2. **Section.** Teaching Assistants will be expected to lead their own section, under the supervision of the course's instructor. The TA is required to:
 - a. Conduct the section at the time and in the place assigned, and for the number of meetings designated in the syllabus.
 - b. Conduct the section for the entire scheduled time (usually 50 minutes). If an absence is necessary due to illness or family emergency, the instructor must be notified as soon as possible. (See Appendix for further instructions.)
 - c. Use the textbooks, workbooks, on-line materials (CCLE, Gradebook, MyUCLA), syllabi and calendars adopted by the Department and pace the course so that all material is thoroughly covered.
 - d. Notify the instructor as soon as possible if they are unable to lead a section or fulfill any of their other responsibilities.

3. **Grading.** TAs must grade the assignments and exams for each student in a timely fashion and in a way that the student can access reliably.
 - a. TAs must adhere to the policies, evaluation procedures, and grading rubrics determined by the instructor, and use whatever software (e.g. Gradebook, Turnitin) the instructor decides.
 - b. TAs should administer and promptly grade quizzes, exams, or other assignments within a week of receipt of the assignment.
 - c. TAs should participate as required during the administration of exams or tests and participate in the preparation and grading of the exams within the required time schedule.

4. **Office hours.** TAs must maintain at least one regularly scheduled office hour per week per section.
 - a. The TA's office hour schedule should be made available to the instructor before the start of the class, if possible.
 - b. The TA should also make themselves available for individual appointments, within reason, outside of their normal office hours for

students who need them.

- c. The TA will respond to emails and answer questions over email to the extent that the instructor needs them to.
5. **Qualifications and conduct.** TAs must be proficient in English and conduct themselves professionally and respectfully in every course-related interaction they have, and with every instructor or student they are associated with.
- a. All non-native English-speaking TAs must pass the Test of Oral Proficiency in English (TOP) exam. This requires getting above a 6.3 score, although the department reserves the right to ask a TA to get re-tested or receive additional language instruction if the score is below a 7.
 - b. All TAs must demonstrate a willingness to help students learn, and they must address students respectfully at all times.
 - c. TAs must adhere to the Equal Employment Opportunity Commission's position and policy stating that sexual harassment is a form of illegal sex discrimination and a violation of the Education Amendment of 1972. Please follow the link below for the complete University Policy: <http://policy.ucop.edu/doc/4000385/SVSH>. Note that Definition D-6 of this policy characterizes TAs as mandatory reporters for incidents of sexual harassment and violence.
 - d. TAs can expect to be evaluated by their instructors every quarter. This evaluation will become part of their departmental personnel file, and may include the instructor's monitoring of their section or office hours.
6. **Our obligation to you.** TAs typically have a 50% appointment, which means that they are expected to attend classes and conduct their own research in addition to their TA responsibilities. It's therefore important to us that TAs do not exceed the allotted time they're compensated for; for 50% TAships, this means 220 hours total per quarter, which works out to roughly 20 hours per week on average (including lecture attendance, section prep, and grading). Please keep in mind that some activities are relative hard for an instructor to correctly estimate the amount of time it will take you to complete, so our obligation to you relies to some extent on TAs' ability and willingness to keep track of their own hours. TA duties are limited to tasks relevant to the course and its administration.

Renewal of the TA's contract is not automatic. Failure to fulfill the terms of the contract may result in loss of funding.

I, _____, have read the Linguistics Department's "Teaching Assistant Responsibilities" and agree to fulfill all these responsibilities.

Signature _____ Date _____

Appendix: Family or Medical Leave

In accordance with Article 17 of the UAW contract, TAs are expected to contact their instructor and the Director of Graduate Studies to request leave as soon as the need for the leave becomes known but not less than one working day in advance of the commencement of the leave, unless the leave is for an unanticipated personal or family illness or bereavement. Requests for leave should be made in writing (including email) with information about the nature of the leave and probable duration. Depending on the circumstances, the TA might be required to provide appropriate documentation. While it is the Department's responsibility to make arrangements for coverage, the TA will assist as reasonably possible.

Please read Article 17 for complete information about leaves, by following the link below: http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_2010-2013_17_leaves.pdf