



TEACHING ASSISTANT / FACULTY CONTRACT

Before the start of each semester, all faculty who wish to hire a Teaching Assistant, and all students who wish to work with faculty as a Teaching Assistant, must read and agree to the following guidelines:

Teaching Assistant duties can include:

- Communicate regularly with faculty member
- Provide group review sessions/PLTL
- Assist with class and/or exam preparation
- Correct but not grade objective assignments
- Review and comment on subjective assignments
- Lead class discussions
- Conduct course-related research
- Hold office hours

Teaching Assistant duties cannot include:

- Proctor examinations
- Tutor individual students
- Evaluate and/or grade subjective assignments
- “Teach” class without faculty present
- Conduct clerical or departmental support
- Act as a Research Assistant
- Discipline students

Additional Considerations:

- Teaching Assistants may work up to but no more than **four hours** per week per course, not to exceed 8 hours total per week. Faculty: please be mindful of the TA’s workload in addition to review sessions and in-class time.
- Teaching Assistants are **required** to record their work in two places: in TutorTrac and biweekly in their myHill timesheet. TutorTrac hours and myHill timesheets must match exactly.
- The faculty member must decide if and when the Teaching Assistant should attend class. If so, class time is part of the four-hour weekly time allotment. If your TA does not attend class, please help increase TA visibility by reminding your students to attend review sessions or to reach out to the TA for additional support.
- Teaching Assistants and Tutors are different positions with distinct responsibilities. It is not the responsibility of Teaching Assistants to tutor individual or small groups of students. Teaching Assistants who want to tutor must be hired as Tutors by the Center for Writing and Academic Achievement (CWAA). Once hired, the hours dedicated to tutoring would be in addition to the hours spent on Teaching Assistant duties.
- Teaching Assistants are required to attend monthly professional development sessions with the CWAA. Also, TAs and faculty are required to fill out a mid-semester and end-of-semester survey from the CWAA.

Questions? Please contact Dana Wilson, Assistant Director of the CWAA (dwilson3@stonehill.edu).

Faculty Member

I agree to the Teaching Assistant guidelines and will honor them to the best of my ability.

Printed Name of Faculty Member

Signature of Faculty Member

Date

Student

I agree to the Teaching Assistant guidelines and will honor them to the best of my ability.

Printed Name of Student

Signature of Student

Date