SAMPLE TEACHING ASSISTANT (TA) AGREEMENT

This contract is intended to be a starting point for a conversation about how your TA can help you and help students learn as well as ways in which they would like to grow as a teacher. Discuss this contract with your TAs. Then, have them sign the contract and provide them with a copy.

Instructor name: ___________________________  TA name: ___________________________

Date TA services conclude: ___________________________

TRAINING
Share with your TA how you will train them to perform the duties associated with their teaching assistantships. Invite them to discuss ways they would like to develop as a teacher.

INSTRUCTIONAL DUTIES
Identify those duties with which expect your TA to help. Room for notes or comments is also provided.

Preparation
☐ participate in safety training
☐ assist in developing course goals, syllabi, lecture activities
☐ read course text
☐ attend meetings
☐ make copies

Instruction
☐ present lectures
☐ facilitate discussions
☐ facilitate lab activities
☐ facilitate online discussions
☐ attend lectures
☐ take notes during lecture
☐ take attendance during lecture
☐ monitor group discussions during lecture
☐ conduct field trips

Office Hours/Tutoring
☐ maintain office hours
☐ tutor individual students
☐ conduct review sessions
☐ respond to student emails

Learning Management System/Technology
☐ maintain class website
☐ assist with technology
Assessment
☐ develop assessments
☐ proctor assessments
☐ proctor make-up assessments
☐ grade student work
☐ submit scantrons for scoring
☐ maintain class grades
☐ address student concerns about grades
☐ help compute final grades

☐ Other duties (please specify)

______________________________________________________________

FEEDBACK AND EVALUATION
Discuss when and how you will provide feedback to your TAs on whether they are meeting your expectations.

These job duties/expectations and how the TA will be trained and evaluated have been reviewed and discussed with the TA assigned to this course at the beginning of the appointment.

______________________________________________________________  ______________________
Instructor/Supervisor Signature                                   Date

______________________________________________________________  ______________________
TA Signature                                                      Date