

Teaching Assistant Appointment & Assignment Policies

X. Appointment, Assignment, and Oversight of TAs, Readers, and Research Assistants

A. Final departmental authority and responsibility for the appointment, assignment, and oversight of teaching assistants lies with the Chair, as specified in APM. Numerous policies at the University, Graduate Division, and College levels govern many details of these matters. Procedures for appealing decisions are detailed in University policies.

B. Appointment of TAs

1. A very large proportion of all TA appointments are constrained by recruitment contracts between the University and individual graduate students. The Chair allocates TA appointments to meet these contractual obligations before any other considerations. Most financial aid contracts specify that students must be making normal degree progress, including having a cumulative GPA of 3.5 or better. If these conditions are not met, the Chair (with the advice of Graduate Affairs) may choose not to appoint or re-appoint a TA, following relevant rules and procedures.

2. TA appointments that are not contractually required are made by the Chair, in consultation with the Graduate Affairs Committee, taking into account the factors listed below in the following order.

a. The request of the graduate student to be considered for appointment. For TA positions that are not contractually required, the Chair usually surveys all enrolled and newly matriculating graduate students regarding their desire for appointment as TA, and their preferences for appointments in particular courses.

b. The progress of the student in the program (usually as summarized in the annual graduate student evaluation), or prior credentials (for newly matriculating students).

c. Students who have obtained fellowship or GSR funding in addition to that specified in their initial financial aid offers will receive preference for appointment for additional TA appointment. Students must be in good standing and making expected progress toward the degree; they may receive preferences for only three additional quarters of support.

d. The number of quarters of prior TA experience at UCR, with preference given to applicants who have less experience.

e. Applicants at or beyond the 21st quarter of enrollment will be ranked behind all other applicants.

f. The evaluated quality of the past teaching performance of the candidate, if any. Candidates will be asked to provide the Graduate Affairs Assistant copies of past TA evaluations from the past 3 quarters.

3. Appointments that are not contractually required may vary in term from a single quarter to multiple quarters. The Chair endeavors to make appointments as early as possible, and to notify the Graduate Advisor of appointments as soon as they are made.

C. Assignment of TAs to Classes

The assignment of TAs to particular courses is done by the Chair, who will consider the following factors:

- a. The areas of academic specialization and prior teaching experience of each candidate, relative to the needs of the curriculum plan.
- b. Any informal recommendations of faculty, the Graduate Advisor, and Undergraduate Advisor regarding individual candidates.