

UGA Policy for Teaching Assistants

The goal of UGA's TA Policy is to ensure that students serving in instructional roles are sufficiently prepared for and supported in their work. This policy is designed to be consistent with USG and Board of Regents guidelines, and to work in tandem with Faculty Affairs' Instructor of Record policy. Broadly speaking, these policies require that all graduate students with instructional roles receive support and training prior to and/or concurrent with engaging students in an instructional capacity.

TA POLICY DEFINITIONS

TASHIP The Graduate School defines *graduate teaching assistants* (GTAs) as students enrolled in the Graduate School who are assigned instructional duties in a course, regardless of the student's specific instructional responsibilities in that academic course. In this policy, any assistantship with instructional duties is referred to as a TAship, and may include teaching assistantships, laboratory assistantships, and other graduate assistantships with defined teaching duties (e.g., guest lecturing, grading, and proctoring). Graduate students are not eligible to grade graduate student work in either graduate course sections or split-level courses. In split-level courses, graduate students are permitted to grade undergraduate student work.

LIMITED DUTY TASHIP

Limited Duty TAships must also include all of the following features:

- The TA has responsibilities for only one course; AND
- The TA has only one TAship supervisor; AND
- The TA is provided with continuous mentorship by a faculty member, including one-on-one check-ins throughout the semester.

Examples of Limited Duty TAships are TAships with any of the following features:

- The TA's primary role includes grading, proctoring, and/or holding office hours, but the TA does not engage in independent instruction at the front of the class; OR
- The TA is paired with a more senior TA with instructional experience for all in-class or in laboratory instructional activities; OR
- The TA is assigned to TA a language course in the TA's native language.

INSTRUCTOR OF RECORD (IoR)

An Instructor of Record is defined as the person who is "responsible for delivering the academic content of the course, including conducting the day-to-day classroom/instructional activities and/or the assignment of grades." Note that if a TAship meets this definition of an IoR, then all rules pertaining to IoRs apply. However, TAships where students independently facilitate a lab or discussion section are not considered IoRs if they do not independently determine content and/or activities for the course, design assessments, or submit final grades.

TASHIP REQUIREMENTS

In order to hold a TAship at UGA a student must do each of the following, prior to or concurrent with the start of their first TAship:

1. Attend the CTL's TA Orientation; AND
2. Successfully complete GRSC 7770 (Intro to College Teaching) or an approved departmental equivalent.

In addition, in order to hold a TAship at UGA, international students from a non-English speaking country ([as determined by the Graduate School](#)) must:

3. Demonstrate English language proficiency.

CTL TA ORIENTATION

All TAs must take part in the CTL's TA Orientation prior to or concurrent with the start of their first TAship at UGA. Departmental orientations are not recognized equivalents for CTL TA Orientation. Visit <https://ctl.uga.edu/grad-student/ta-policy/> for upcoming dates and more information.

GRSC 7770

All TAs must complete GRSC 7770 prior to or concurrent with their first UGA TAship.

- Students may be exempt from the GRSC 7770 requirement if they have sufficient prior teaching experience or experience with a sufficiently similar course at another institution. The Director of the CTL (or their designate) is responsible for determining whether a student is eligible for exemption from GRSC 7770. To request exemption from GRSC 7770, the student's graduate coordinator must submit a waiver request via [this form](#).
- The CTL maintains a list of GRSC 7770 equivalents for the purpose of TA Policy fulfillment.
- Students required to complete LLED 7769 to fulfill their demonstration of English language proficiency may not hold a regular/full TAship until their language proficiency requirements have been met. Students determined to qualify for Language Proficiency Placement Level 2 may hold a limited duty TAship while completing LLED 7769. As an approved equivalent for GRSC 7770, successful completion of LLED 7769 may be substituted for GRSC 7770 for the purposes of fulfilling TA Policy requirements.
- Students who receive an incomplete (I) in GRSC 7770 (or an approved equivalent) may hold a TAship for up to one semester, providing them with sufficient time to complete the course. If the incomplete is in LLED 7769, they may only hold a limited duty TAship during this time. Students retaining an incomplete in GRSC 7770 (or an approved equivalent) after one semester may only hold Limited Duty TAships until they have successfully completed the course. The graduate coordinator, or person responsible for assigning the TA to a course, is responsible for monitoring whether the student has adhered to this.
- Students who complete GRSC 7770 (or an approved equivalent) with a failing grade are not eligible to hold a regular TAship until they successfully complete the course. They

may hold a limited duty TAship while they retake the course for the first time. If they again receive a failing grade, they are not eligible to hold a TAship of any kind until they successfully complete GRSC 7770 or an approved equivalent. The graduate coordinator, or person responsible for assigning a TA to a course, is responsible for monitoring whether the student has adhered to this.

ENGLISH LANGUAGE PROFICIENCY

All international students from non-English speaking countries must demonstrate sufficient language proficiency in order to hold a TAship at UGA. Students who have completed a four-year undergraduate degree from an accredited institution in a recognized English-speaking country no more than four years prior to the start of their degree at UGA are exempt from this requirement.

The Office of Instruction is responsible for establishing and maintaining processes through which English language proficiency may be demonstrated. The expectation is that recognized English language proficiency scores may be used, but other methods may also be developed. In addition, it is expected that opportunities for development will be provided for graduate students who do not meet English language proficiency thresholds for TAships upon entry to UGA.

More information about the English Language Proficiency policy may be found in the companion document, *Guide to Demonstrating English Proficiency*.

<https://ctl.uga.edu/grad-student/ta-policy/>

https://ctl.uga.edu/_resources/documents/UGA-Policy-for-Teaching-Assistants-July-2020.pdf