

Graduate Teaching Assistantship Policy

College of Engineering
May 5, 2020

The college of engineering (CENGR) uses the University of Georgia TA Policy ([Academic Affairs Policy 4.07-13](#)) as a guideline for the administration of teaching assistantships in the college. The university policy states that teaching assistants must be adequately prepared to teach or offer assistance in the college classroom. University and Regents' policies require that all new graduate teaching and laboratory assistants receive support for their instructional roles. A graduate teaching or lab assistant (GTA/GLA) can serve in one or more of the following roles: instructor or record (IOR), classroom/lab assistant, discussion or break out leader, grader or office hour assistant. The policies stated in this document apply to both graduate teaching assistants lab assistants.

Funding:

CENGR graduate teaching assistants will be paid at the standard M.S. or Ph.D. assistantship rates set by the college. This amount is subject to change every year. Graders who have lower workload than GTAs will be paid at an hourly rate. Assistantships will be paid only for the semester(s) in which the student serves as a teaching/lab assistant or as an instructor of record. Therefore TA offers need not be made for an entire academic year.

TA Eligibility:

Graduate students who will serve as GTA/GLA must:

- Possess a degree in a related discipline in which the instructional assignment is being made;
- Be a Master's degree holder or a Master's student with 18+ graduate course credits completed;
- (If international student) Possess a minimum TOEFL iBT speak score of 26 or IELTS score of 8 or equivalent.

TA Requirements*:

The following TA Policy applies to all graduate teaching assistants regardless of their specific instructional responsibilities in an academic course:

- All GTAs must attend TA orientation organized by the UGA Center for Teaching and Learning. Information can be found in this link: https://ctl.uga.edu/grad-student/ta-policy/ta_policy/
- GTAs with roles as instructor of record (IOR) must have completed GRSC 7700 or a CENGR-approved alternative course prior to the semester in which they serve as teaching assistants.
- All other GTAs must enroll and complete the GRSC 7700 course or a CENGR-approved alternative course in the same semester in which they serve as teaching assistants, if they have not completed the course in prior semesters.
- GTAs and GLAs should understand the TA responsibilities and work under the supervision of the faculty instructors for the semester.

Instructor Responsibilities:

The faculty member assigned to the course has overall responsibility for the course, including but not limited to: pedagogical design, course content, policies and criteria for assigning grades.

*Seeking Exceptions to Mandatory TA Requirements: Vice President for Instruction's written approval for an exception to required academic credentials for the Graduate Teaching Assistant must be on file in the Office of Faculty Affairs. *(Only considered for persons of special learning and ability or to address temporary emergency situations; request should be submitted prior to the semester of instruction, or as soon as emergency need is apparent, respectively).*

TA Nomination Procedure and Guidelines:

- The Associate Dean for Academic Affairs will seek nominations for teaching assistantships from the School Chairs in Fall and Spring for the following semester course offerings.
- All TA nominations must be submitted by the Chairs of the respective schools that administer the specific course(s) for which the TA is being assigned. The Academic Affairs office will not accept self-nominations from graduate students or direct nominations from instructors / major professors.
- TA nominations are specific to the intended time period (academic year or semester). Therefore, nominations must be submitted separately for each time period. Unsuccessful nominations from previous cycles will not be wait-listed for future semesters.
- The Associate Dean for Academic Affairs will review the nominations submitted by School Chairs and make the final decision about assistantship offers.
- Graduate students who want to serve as teaching assistants must contact the respective School Chairs in early Spring for the following Fall assistantships and early Fall for the following Spring assistantships. If a graduate student wants to become teaching assistant for courses outside their affiliated school, they must contact the respective Chair of the school that administers the course. The Chairs will ensure that the graduate student has the permission of his/her major professor to serve as GTA or GLA.
- Instructors / major professors who want to nominate their graduate students for TA positions should approach their School Chairs at least one semester prior to the intended start date. School Chairs will prioritize the nominations based on the eligibility criteria and college guidelines.
- All teaching assistantship offers are specific to the student, its intended course(s) and time periods. Accordingly, teaching assistantships cannot be deferred or moved to another semester.
- Any modifications to the GTA's course assignment must be vetted for eligibility by the School Chair and approved by the Associate Dean for Academic Affairs.