

Educational Psychology:

GUIDELINES FOR APPOINTMENTS, RE-APPOINTMENTS AND ASSIGNMENTS FOR TA AND GA APPOINTMENTS.

1. TAs are either assigned a course to teach or are assigned to assist a faculty member with instructional duties pertaining to a specific course, this may include field supervision and/or coaching (ALP). RAships are connected to grant activity and research projects pursued by faculty. Faculty select and hire Research Assistants based on research requirements and availability of funding. The department does not make these decisions.
2. TA and GA positions range from hourly appointments to 17%-67% appointments depending on duties. Salaries are set by the terms agreed to by the GEO and University Administration.
3. TAs are provided with standard syllabi, grading rubrics, lecture notes, course books, and all relevant teaching materials. Course assignments and responsibilities are communicated in the appointment letter TAs receive.
4. When assigning GA appointments, the department will communicate, in writing, expectations and/or flexibility regarding scheduling and work site(s) (e.g., on campus/onsite vs. off campus/remote), including considerations for accessibility, if any.
5. If tentatively slotting prospective TAs and GAs to a summer assignment, departments will clearly communicate and explain, in writing, the tentative nature of that assignment, reminding graduate employees that an appointment is only guaranteed after an appointment letter is received and signed and the course meets the enrollment standards set by the Summer Office.

Requests for applications are issued in the Fall and Spring terms of the Academic Year. Subsequent requests are issued for requesting consideration for summer funding, using the same form. Assistantships are awarded competitively, based on the following criteria.

1. Academic standing. Preference goes to students with full standing and superior performance in a graduate program of the Department of Communication.
2. Degree progress. Preference goes to students on track to finish the degree.
3. Work performance. Preference goes to students who excel in assigned teaching or research and build positive relationships in their assistantship duties.
4. Scholarly citizenship. Preference goes to students who contribute regularly to department intellectual activities and other students' well-being.
5. Availability of courses.