



<b>Teaching Assistants</b>	<b>1-006 Academic Affairs</b>
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## **1.0 POLICY**

- 1.01 In accordance with the Higher Learning Commission's 3.B.2.a Faculty Roles and Qualifications (2020), teaching assistants at OPSU must be enrolled in a graduate program related to the discipline assigned and receive direct supervision by a faculty member experienced in the teaching discipline.
- 1.02 Students who are currently enrolled in a bachelor's program nor graduated from a bachelor's degree program are not permitted to serve as a teaching assistant.
- 1.03 Faculty desiring teaching assistants each semester should submit a teaching assistant request and receive approval by their dean and the Vice-President of Academic and Student Affairs addressing the following:
- a. Estimated course enrollment, rationale for request; student/teacher ratio, and course delivery method (i.e. lecture; lab setting); and
  - b. Expectations of the teaching assistant (i.e. work tasks and hourly/weekly breakdown of responsibilities).
- 1.04 Teaching assistants must provide evidence of specialized knowledge or skills required for the course assigned. Evidence varies based on the course(s). This evidence may include, but not limited to the following: specific software skills and level of mastery; example of writing for determination of writing skills; examples of graded work or peer review; or a portfolio demonstrating strong visual communication skills.
- 1.05 Teaching assistants must provide evidence such as enrollment certification and official transcripts each semester to verify their continuous enrollment in their respective graduate program.
- 1.06 Students must be in/remain in good academic standing (3.0 cumulative GPA or better); enroll 6 or more credit hours in their graduate program during the semester they are on appointment; and re-apply each semester for the position.
- 1.07 Teaching assistants cannot exceed working more than 20 hours per week. Payment for teaching assistants comes from the departmental budget for the course(s) assigned to teach.
- 1.08 Teaching assistants must receive regular in-service training and periodic evaluations.

## Policy History

Latest Revision:

First Adopted: November 2023

Revision History: