

**PROGRAM IN ART AND ART HISTORY - TEACHING ASSISTANTSHIP CONTRACT**

Student Name \_\_\_\_\_ Major \_\_\_\_\_

Local Address \_\_\_\_\_ Minor \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

College \_\_\_\_\_ Class \_\_\_\_\_ Student ID# 95- \_\_\_\_\_

Check One: \_\_\_\_\_ **ARTS 4994** Studio Art Teaching Assistantship (1-3 credits—elective) Specify credits\_\_ as agreed upon with faculty sponsor.

\_\_\_\_\_ **ARTH 4994** Art History Teaching Assistantship (1-3 credits—elective) Specify credits\_\_ as agreed upon with faculty sponsor.

**Course You Will Assist** \_\_\_\_\_ **Semester/Year** \_\_\_\_\_

Art & Art History Faculty Sponsor \_\_\_\_\_

**For the Instructor:** Teaching Assistants usually perform some or all the following tasks:  
Attend every class period; help with attendance-taking; help students manage labs and/or equipment; manage supplies, help distribute supplies; clean sinks and/or other cleaning; keep eye on equipment functioning; participate in class critiques, offer students support, advice, and critique; help with assessment.

Attach to this contract a detailed, typewritten description of the proposed teaching assistantship. This description should include the following:

An indication of the type of work to be undertaken and of the varieties of specific experiences which you expect to have during the assistantship (be as specific as possible).

An indication of the working schedule which you intend to follow in carrying out this assistantship.

An explanation of how, by whom, and on what basis the results of the teaching assistantship will be evaluated.

Instructor will also read the CAS UTA Policy and sign the form included on page 4.

**For the Student:** Student must send this contract with their information filled out, first by the faculty sponsor, who will fill out the responsibilities of the position and sign the form. Then the student will sign and email to the current Art and Art History Program Head – Pamela Fraser ([pfraser@uvm.edu](mailto:pfraser@uvm.edu)). Student must also read the CAS UTA Policy and sign the form included on page 4. The Program Head will file and perform the override that allows a student to enroll. Failure to file the contract during the enrollment period for the T.A. semester may result in denial of registration in the teaching assistantship course.

This is the only teaching assistantship, independent study, internship, or undergraduate research that I am undertaking during this semester. \_\_\_\_\_ (Student Initials)

**If student has more than one TAship, all relevant faculty sponsors and Program Head should indicate approval by initialing here:**

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PROGRAM APPROVAL:**

Faculty Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Head Signature \_\_\_\_\_ Date \_\_\_\_\_

**FINAL EVALUATION**

(To be filled out when the assistantship has been completed)

Approval of the UVM Faculty Sponsor:

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**FINAL GRADE:** \_\_\_\_\_

Description of teaching assistantship (instructor only):

**COLLEGE OF ARTS & SCIENCES TEACHING ASSISTANTSHIP DOCUMENTS**

**DEPARTMENT** \_\_\_\_\_  
**COURSE NAME/NUMBER** \_\_\_\_\_  
**SEMESTER** \_\_\_\_\_  
**INSTRUCTOR** \_\_\_\_\_

AS THE INSTRUCTOR FOR THIS COURSE, RESPONSIBLE FOR SUPERVISING TEACHING ASSISTANTS, I CERTIFY THAT \_\_\_\_\_ (TEACHING ASSISTANT) HAS:

- 1) READ AND UNDERSTAND THE UVM POLICIES ON:
  - a. Sexual Harassment and Misconduct (policy V.7.11.2)  
<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/sexharass.pdf>
  - b. Discrimination and Harassment (policy V.7.12.2)  
<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/studentharas.pdf>
  - c. Family Educational Rights and Privacy Act (FERPA) (V.2.15.8)  
<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/ferpa.pdf>
- 2) AGREES TO COMPLY WITH THE POLICIES AND MAINTAIN CONFIDENTIALITY.

\_\_\_\_\_  
PRINTED NAME OF INSTRUCTOR

\_\_\_\_\_  
SIGNATURE OF INSTRUCTOR/DATE

\_\_\_\_\_  
PRINTED NAME OF TEACHING ASST.

\_\_\_\_\_  
SIGNATURE OF TEACHING ASST/DATE



## **College of Arts & Sciences (CAS) Teaching Assistantship Policies for Academic Year 2022-23**

### **Overview and Guidelines**

#### **Undergraduate Teaching Assistants (UTA) Program: College of Arts and Sciences Policy and Guidance**

The College of Arts and Sciences supports the use of undergraduate teaching assistants (UTAs) in a few ways. Included in this policy is our guidance on hiring processes, compensation options, responsibilities, and more. As with any policy, if you have questions or concerns, please contact the CAS Dean's office.

#### **Which courses can have UTAs**

Undergraduate teaching assistants are generally utilized in large, introductory-level lecture courses (60+ students), or courses that require unusual assistance, such as a lab. Departments should develop policies around the appropriate use of undergraduate teaching assistants, but the policies must be consistent with the guidelines presented here.

#### **Appropriate responsibilities for a UTA**

Generally speaking, UTAs should not engage in grading that involves judgment, or qualitative evaluation. UTAs may perform some or all of the following tasks for a course:

- Proctor exams
- Lead exam review sessions
- Help write exam questions
- Assist in grading that requires little or no judgment on the part of the UTA
- Attend class and take notes (and share with Student Accessibility Services students)
- Enter grades into spreadsheets or Blackboard
- Give one or two guest lectures during the course of a semester
- Pick up and return movies and books to library
- Lead movie discussions
- Meet individually with students needing assistance
- Lead small weekly discussion groups
- Sit in back of lecture hall to help with noise issues, etc.
- Meet with the instructor
- Answer student questions on email
- Help students with on-line discussion lists

Prepare the classroom in various ways before a lecture (e.g. Power Point)

### **How to request a UTA**

A faculty member can request a UTA, and if chair agrees, the Chair/ Department Administrator can submit a request via the TAMS software (in the individual course notes).

### **How to compensate UTAs**

There are two ways that UTAs can be compensated for their work: a) for credit; or b) for pay. Students may receive 100- or 200-level credit, as determined by the department, OR receive College funding, but not both. Payment might be used for positions that have more administrative tasks such as grading, while receiving credit should involve some degree of academic content. The College prefers, where feasible, that students serve as UTAs for undergraduate credit. Each department has a course number associated with teaching assistantship.

### ***Credit***

Department policies should address the circumstances under which UTAs can receive credit and also what level the credit should be (e.g. 100- or 200-level). In addition, departments should consider whether the number of such credits applicable toward the major or minor should be limited.

Students should receive credit only if the UTA experience is academically meaningful. For example, if a UTA is simply entering grades, or other administrative tasks, payment may be more appropriate than academic credit. Some departments only allow UTA credit at the 100-level or may require an additional writing component to warrant 200-level credit. If a UTA is receiving academic credit, there must be a syllabus and assigned readings.

Granting course credit may be more appropriate if the student's duties focus on the following:

1. Learning to prepare and deliver a classroom lecture, discussion, or exercise
2. Reading articles and/or books on teaching and pedagogy
3. Engaging in discussions with the instructor and other teaching assistants on teaching and pedagogy or on topics from the class
4. Writing a paper: For 200-level credit, the College strongly encourages faculty to include a writing component to the teaching assistantship. The topic of the writing is up to the instructor. Some instructors require reflection papers that may include the student's experience and broader discussions of pedagogy; others require a more traditional research paper on one of the class topics.

However, even in these cases, a student may need or prefer payment rather than credit, and this is permissible, if funding is available.

### ***Funding***

Updated August 11, 2022

As was the case for previous academic year, the College will have a budget to help fund Undergraduate Teaching Assistants (UTAs) in courses for the next academic year. We may not always have sufficient funding available to meet all requests.

UTAs are paid a maximum of *up to* 10 hours per week not to exceed 100 hours for the semester. Overages are covered by the Department. Current approved hourly rates for undergraduate teaching assistants is outlined:

**The hourly rate for Academic Year 2022-23 is \$13.55/hourly for new UTA hires, and \$13.80/hour for any returning UTA hires.** These rates are aligned with the Provost's guidance for hiring students at UVM.

Job Category	Initial Hourly Rate	Returner Hourly Rate	Job Description
Technical/Sr. Professional (includes Undergraduate TAs and Research Assistants)	\$13.55	\$13.80	Positions involve interpretation of procedures and independent judgment, demonstration of advanced knowledge/specialized skills (e.g., extensive computer knowledge, advanced proficiency in a particular academic area, and/or advanced writing skills)  UTA Guidance: provides classroom or laboratory classroom assistance; is not the instructor of record

### The process for recruiting and training UTAs

Departments should advertise their positions, and they should establish a process and a set of criteria for selecting students. Final decisions about who to appoint should be left to the departmental chair, but instructors must be consulted and cannot have UTAs imposed on them. Departments should provide the Dean's Office with a list of its UTAs at the beginning of each semester. Below are some suggested hiring criteria.

- Generally, juniors and seniors should serve as UTAs (using first and second year students is discouraged).
- Students should have the necessary academic background in order to be competent. We recommend that they be a major or a minor in the department in which they will serve as a UTA, have taken and received a minimum grade of A- in the course for which they will be a UTA, and have an overall GPA of at least 3.5.
- Students may not be enrolled in the class for which they are serving as UTA but should attend lectures.
- Students may not enter final grades into the online grading system in Banner.
- Students may receive only one UTA award per semester.

- Generally, 1-2 UTAs are appropriate for courses without discussion groups and 2-6 UTAs for those with discussion groups (depending on class size).
- Instructors are required to have regular meetings with the UTAs outside of class time.
- Instructors are required to provide the students with the opportunity to evaluate the UTAs.
- Students may not receive work-study money and UTA funds for the same hours as a UTA.
- Instructors should be clear with UTAs on the expectations of the position-perhaps a contract of some sort could be drawn up and signed. Departments should develop a confidentiality agreement and/or contract for all UTAs to sign.
- Instructors may decide to have UTAs fill out course evaluations at the end of the semester about their experience.
- Courses with graduate teaching assistants are not eligible to request UTAs.

### **Departmental/Faculty Obligations**

Departments have the obligation to ensure and document that students serving as UTAs complete these three requirements:

- 1) Students should complete the Preventing Sexual Assault required of all undergraduate students.
- 2) Students should read the University policy on the [Family Educational Rights and Privacy Act \(FERPA\)](#)
- 3) Students should complete and sign a confidentiality agreement, created and administered by the home department.



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- Help students with on-line discussion lists
- Prepare the classroom in various ways before a lecture (e.g. Power Point)

## **How to request a UTA**

A faculty member can request a UTA, and if chair agrees, the chair can submit a request via the Enrollment Management software; this is the process only if seeking payment. There is currently a place under “course scheduling” where a chair can make a request associated with a particular course for a particular semester.

## **How to compensate UTAs**

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UTAs are paid a maximum of 10 hours per week at \$12.00/hour not to exceed 100 hours for the semester (\$1,200). Overages are covered by the Department.

### **The process for recruiting and training UTAs**

Departments should advertise their positions, and they should establish a process and a set of criteria for selecting students. Final decisions about who to appoint should be left to the departmental chair, but instructors must be consulted and cannot have UTAs imposed on them. Departments should provide the Dean's Office with a list of its UTAs at the beginning of each semester. Below are some suggested hiring criteria.

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- Courses with graduate teaching assistants are not eligible to request UTAs.

## **Departmental/Faculty Obligations**

Departments have the obligation to ensure and document that students serving as UTAs complete these three requirements:

- 1) Students should complete the University's Harassment and Discrimination Prevention Training, available here: <https://www.uvm.edu/it/kb/article/harassment-and-discrimination-prevention-training>  
Departments need to maintain documentation of completed trainings.
- 2) Students should read the University policy on the Family Educational Rights and Privacy Act (FERPA)—attached.
- 3) Students should complete and sign a confidentiality agreement, created and administered by the home department.