RSEN R Graduate Program Policy
GTA Course Allocation

Purpose: Clarify the process by which teaching assistants (GTAs) are allocated to courses in the Rubenstein School. (The allocation of GTAs to students and their faculty mentors is covered in a separate “GTA Distribution to Students” policy.)

Rationale: To ensure that faculty are supported in the delivery of RSEN R courses, instructors are allocated Graduate Teaching Assistants (GTAs) and Undergraduate Teaching Assistants (UTAs) to assist with grading, course delivery, student engagement, project coordination, lab and discussion sections. So that these teaching resources can be allocated in a fair and transparent way, we will use this policy as a general guideline to determine the number of GTA and UTA’s for any given course.

Process: GTA and UTA support is determined based on course enrollment, number of sections, complexity of pedagogy, additional staff support and course level.

Graduate Teaching Assistants: Considered a 10 hr/wk assignment
Graduate Teaching Assistants are prioritized in courses with multiple sections, complex field labs, and capstone level courses where UTAs would not be available. GTA’s are also provided for very large lectures, or where GTAs are responsible for coordinating and mentoring UTA cohorts.

- Courses with 1 GTA average 265 SCH (~85 students in a 3 credit class and ~60 students in a 4 credit course)
- Courses with 2 GTAs average 620 SCH (~200 students in a 3 credit class and ~150 students in a 4 credit course)

Undergraduate Teaching Assistants: (Considered a 7 hr/wk assignment)
Undergraduate Teaching Assistants are prioritized in 0xx and 1xx-level courses. At least one UTA is typically assigned for courses that exceed the RSEN R standard course equivalent (e.g. >150 SCH). In addition to a position as a paid hourly UTA, UTAs may support a course through credit-bearing pathways, including supervised Internships (credit or non-credit bearing, administered through RSEN R Student Services Office)

Overall Course Support: This mix of GTA and UTA support provides flexibility to accommodate the various types of courses offered across the school, while maintaining TA support at consistent levels. The following formula is used to evaluate overall TA support for a given class:

Relative TA support = SCH / (#UTAs + #GTAs*2)

Generally, Relative TA support for RSEN R courses falls between 75 (25th percentile) and 95 (75th percentile).
**Special Considerations:**

- Faculty may request any combination of GTA and UTA support to meet their pedagogical needs. In some instances, faculty may desire a mix of GTA and UTA support. To provide flexibility in support of course delivery, any mix of GTA and UTA’s can be considered as long as the total Relative TA support falls within the typical range for RSENR courses.

- This formula may be adjusted based on additional considerations such as cohort-based pedagogies, or adjustments to faculty workloads.

- There may be adjustments for cancelled, under- or over-enrolled courses.

*Adopted 3/18/2022*