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Graduate Teaching Assistants
Academic

11/09/2023 – 2
Reappointment Guidelines
Although GTA appointments may not be made for more than one year, a student may be reappointed.
If it is not feasible to offer renewals or other appointments to all qualified GTAs, priority should be
given to those with superior academic and teaching qualifications. The same regulations which pertain
to original appointments apply to reappointments. The criteria for reappointment include satisfactory
academic performance, satisfactory academic progress towards their degree, and the demonstrated
quality of the GTA teaching activities necessary to their academic and professional development.
Examples of unsatisfactory academic performance would be a GPA below 3.0, completion of fewer
than six credits of graduate work per term, or failure to pass preliminary or comprehensive
examinations as specified. Specific criteria are contained in departmental or program manuals
governing specific degree programs.

Responsibilities
Department or Program, College/School, and University
The department or program should make application andappointment procedures available

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orientation program sponsored by the Graduate College, with support from the Center for Teaching
and Learning and the Division of Diversity, Equity, and Inclusion. The departmental or program
teaching coordinator or equivalent should meet with each GTA at least three times each term.

If the GTA is instructing a laboratory, recitation section, or course for the first time, the teaching
coordinator or faculty director should arrange to observe the instruction, either directly or by means
of video recording, at least twice. Experienced GTAs should be observed at least once. Each
individual is to be informed in writing of the conclusions resulting from the evaluation and they
should be given appropriate suggestions for improvement for their academic training and professional
development.

Each term teaching surveys should be distributed to the students in the GTA’s class for the purpose
of improving their teaching. These survey results should be made available to the GTA and the
program coordinator or director, who should help contextualize student feedback for the GTA.

Students
Graduate students holding GTA appointments are required to meet the expectations of their
appointments and participate in departmental orientation and training programs. GTAs must
participate in departmental deliberations concerning their courses. All GTAs are expected to meet
academic enrollment requirements and to maintain satisfactory academic performance.

Graduate students are not permitted to hold more than the equivalent of one full Academic
Appointment within the University at a time. In rare circumstances, graduate students may seek
additional appointments, but they must be approved by the departmental chairperson and the
Academic dean. As a rule, such additional appointments should be clearly time-limited, short-term,
fractional (guidance is up to 6-8 hours/week), and integral to the student’s professional development.

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x 5 credits for students on full-time, 3-month summer academic appointments from June 1 –
August 31

Health Insurance Coverage
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