



San José State
UNIVERSITY

A campus of The California State University

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S00-7

At its meeting of May 1, 2000, the Academic Senate passed the following Policy Recommendation presented by Annette Nellen for the Professional Standards Committee.

**POLICY RECOMMENDATION
MODIFICATION TO S99-2
THE EMPLOYMENT OF TEACHING ASSOCIATES AND
GRADUATE ASSISTANTS**

Whereas: University Policy S99-2, The Employment of Teaching Associates and Graduate Assistants, specifies that students are only eligible for employment as a Teaching Associate (TA) or Graduate Assistant (GA) if they are enrolled in at least three units of coursework

POLICY RECOMMENDATION ON THE EMPLOYMENT OF TEACHING ASSOCIATES AND GRADUATE ASSISTANTS

1. Purpose of Employment.

The employment of Teaching Associates and Graduate Assistants at San Jose State University provides graduate students with an opportunity to gain supervised teaching experience in fields related to their advanced study, while simultaneously maintaining the highest possible standards of undergraduate instruction. To these ends, each school, department or program employing Teaching Associates (TAs) or Graduate Assistants (GAs) shall, in consultation with the AVP for Graduate Studies and Research and the AVP for Faculty Affairs, develop and maintain guidelines for their employment, establishing the application process, qualifications, job descriptions, placement in the pay scale, process for removal due to unsatisfactory performance, rights and obligations, expected progress toward the

course for discussions or tutoring. GAs shall not be responsible for the instructional content of a course, for selection of student assistants, for planning examinations, or for determining the final course grades of students, nor shall they be assigned responsibility for instructing the entire enrollment of a course, or for providing the entire instruction of a group of students enrolled in a course.

5. Teaching Associates.

A Teaching Associate is an instructor who may perform any and all of the duties of GA, and, under faculty supervision, may also be in the instructor of record, normally for a lower-division course, or for a seminar or laboratory section of a large lower-division course. Teaching Associates shall work under the supervision of an individual faculty member designated by the Department Chair. Such supervision shall include periodic meetings between the supervising faculty member and each TA over the course of each semester, in addition to at least one classroom visitation by the supervising faculty member