



San José State
UNIVERSITY

A campus of The California State University

Office of the Academic Senate • One Washington Square • San Jose, California 95192-0024 • 408-924-2440 • Fax: 408-924-2410

S99-2

At its meeting of February 1, 1999, the Academic Senate passed the following Policy Recommendation presented by Annette Nellen for Professional Standards Committee.

**POLICY RECOMMENDATION
MODIFICATION TO S98-10
THE EMPLOYMENT OF TEACHING ASSOCIATES AND
GRADUATE ASSISTANTS**

Whereas: S98-10 refers to "classified graduate programs of study" rather than "classified graduate students," and

Whereas: S98-10 limits the appointment of teaching associates to either .20 (one course) or .40 (two courses) per semester, and since departments have class and lab configurations that result in variations on this requirement, yet normally do not exceed 20 hours of employment per week

Whereas: Latitude in class and weighted teaching units (WTU) should be allowed to reflect department needs as long as the 20 hour per week workload is not exceeded and the six WTU of lecture or discussion sections or eight WTU of laboratory sections for teaching assistants is not exceeded without advance approval of the AVP for Faculty Affairs and the AVP for Graduate Studies and Research.

**POLICY RECOMMENDATION ON THE EMPLOYMENT OF
TEACHING ASSOCIATES A**

directly instructional function. Student Assistants may be paid from instructional funds and may serve as readers or tutors, but -- unlike Teaching Assistants -- they may not perform both functions for a particular class, nor may they make presentations in a class.

4. Graduate Assistants.

A Graduate Assistant provides instructional support, may assist faculty or teaching staff with various professional and technical activities, and may also be assigned instructional duties in support of a specific course, such as grading student work, creating teaching aids and course materials, and meeting with students from 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. They shall 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