

Comparative Literature Program TA Handbook

Introduction

Welcome to the Comparative Literature Program! Our goal is to help prepare you for a career in academia. Along the way, it is our full intention to assist you in financing your graduate education. Teaching Assistantships are one way we do this.

A teaching assistant (TA) is a registered UC graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the supervision of a regular faculty member.

To be appointed a TA, the following conditions must have been met:

- A. Maintenance of good academic standing (qualifying grade-point average of 3.0 in previous academic work and fewer than 12 units of incomplete or no grades). After a year or more of graduate work, the graduate record will be substituted for the candidate's undergraduate record in appraising scholarly performance.
- B. Current enrollment in a minimum of 8 units in a recognized program of graduate study within the appropriate degree deadline.

Conditions of Employment

The TA is responsible for conducting a lecture or quiz section under the active tutelage and supervision of a regular member of the faculty to whom final responsibility for the course's entire instruction, including the performance of TAs, has been assigned. A letter detailing the instructor's expectations will be given to each TA by the beginning of the quarter. Also, the instructor will usually set up a meeting with the TA(s) to discuss the goals of the course and the TA's role in meeting the goals.

A TA is not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students. The TA is not to 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.

Terms of Employment

A. Appointment as a TA is for one academic year or less, and is self-terminating. Each appointment is contingent on the appointee being a registered graduate student in good standing for the duration of the appointment.

B. Appointment as a TA is limited to a maximum of 50% time either in the teaching assistant position alone, or in combination with any other appointment through the University. Exception to the 50% limit will be considered by the Dean of the Graduate Division only if the student is within normative time (see <http://www.complit.ucsb.edu/gradhandbook.pdf>).

C. The start date for students employed in this title will be either September 1 or October 1 for fall quarter, January 1 for winter quarter, and April 1 for spring quarter

Process of appointment, supervision and review

All candidates for appointment and reappointment may be subject to careful review and recommendation, either by the department as a whole or by a responsible committee. In order to ascertain the quality of the TA's work and to make improvements when necessary, the faculty member with responsibility for the course may periodically visit the lecture sections of the course to gain a basis for appropriate review. The overseeing faculty member may evaluate the TAs on a quarterly basis. These evaluations may be included in any consideration for reappointment.

Pay Schedule

The Fall quarter pay period for TAs is usually on a three-month schedule, with the first paycheck on November 1. However, the Fall quarter pay period may consist of four months, that is, September 1 through December 31, allowing students to receive their first check on October 1. The monthly amount of pay for four months of fall quarter is adjusted accordingly so that the total quarterly payment remains the same, and TAs must contact the Graduate Program Assistant before mid September to set up a four-month pay schedule, otherwise, the three-month schedule must be used and the student will receive their first paycheck on November 1. Winter and Spring quarters remain on a three-month schedule. The four-month pay period for Fall is optional.

Limitations on Service

The appointment or reappointment of a student in an academic title must be at half-time or less for the period of one year or less. The total length of service rendered in any one or any combination of the following titles may not exceed four years: Reader on monthly stipend, Teaching Assistant, Associate, Tutor. Exceptions may be requested for an additional two years.

Academic Student Employee Agreement

The following titles are covered by the Academic Student Employee (ASE) contract: Teaching Assistant, Associate, Reader, Remedial Tutor I, Remedial

Tutor II. Further information concerning the contract may be found at <http://www.ucop.edu/humres/contracts/ase/asesb00.pdf>.

Disputes involving Graduate Student and TAs

There are appeals procedures approved by the Graduate Council for handling disputes involving TAs of Graduate Student Researchers. Please consult the graduate advisor or chairperson for information about such guidelines in case such an event occurs.