Math Department Teaching Assistant (TA) Job Description
Summer 2015

Teaching Load will generally be one of the following:
- One smaller class (stand-alone class) which may involve cooperation with other instructors of the same course.
- Grading assistance for other instructors and/or holding Math Help Room office hours.

For TAs lecturing a stand-alone class:
- Design or modify a syllabus. Email a copy to mathoffice@iastate.edu by midnight on the Sunday before your 1st class meeting. All courses must use the textbook assigned by Dr. Newman, and must follow the syllabus for the specified class as designated at this link. Any changes must be approved in advance by Dr. Newman.
- Provide lectures and classroom activities for the course. Any required meetings, if any, outside of classroom lectures must be included on the syllabus. The syllabus must be handed out the first day of class.
- Administer and create exams for the course. Follow standard class topics, lengths, and difficulty levels. MyLabsPlus can only be used for the XW classes.
- If assigned a grader, meet with the grader, assign grading duties, and make sure grading is returned in a timely manner. Each grader is required to work 2 office hours per week in the Math Help Room, and will have on average about 8 hours per week to devote to grading for your class. Instructors, please make full use of the grading hours of your grader in a fair and consistent way. If you have concerns about late assignment returns by a grader, or any other grader concerns, please contact Jennifer Newman.
- Provide grades for the students in the class. Includes determining a grading scheme on the syllabus, grading all necessary work, and reporting grades at midterm and at the end of the semester, possibly in cooperation with other instructors of the same course. You are responsible for submitting grades in WebCT or AccessPlus. The grading policy must be handed out with the syllabus on the first day of classes and can only be changed under extenuating circumstances.
- Hold four (4) hours of office hours each week. During these hours students can come for one-on-one help with course material. Please give the Math Office a copy of your weekly office hours and post one outside your door. These are also due by midnight on Sunday before your 1st class meets.
- Instructors, notify students that they will be asked to evaluate your class at the end of the semester.

For TAs assigned to grading duties:
- Meet face-to-face with the instructor of the course at least once and as needed thereafter to discuss duties.
- Work 3 hours weekly in the Math Help Room. You will get an email designating how and when you can sign up for the hours.
- Keep track of the hours spent grading. The average weekly hours should not exceed your total assigned hours for the course, typically 8 hours a week except for Math 414, 501, 547, and 549. These classes require 14 hours of grading per week with the remaining hours in the Math Help Room.
- Finish all grading promptly, enter grades into the electronic form as requested by the instructor, and return to the instructor in a timely manner.
- Proctor exams as needed.
- It is required for TAs to remain in Ames during their grading period.

All Math Department TAs:
- TAs are not entitled to sick leave or vacation time due to the fact that they are not expected to be available on holidays or breaks. TAs are expected to be present during the dates of their assigned Summer Session with the following exception of holidays that may fall during your assignment: Memorial Day or July 4th.
- If a TA cannot make it to class due to serious illness or emergency, he or she must notify the Math Department office staff immediately (send email to mathoffice@iastate.edu or phone 294-1752), and, if
possible, arrange for a replacement. *The replacement must be a currently employed graduate teaching assistant or Math faculty member.* The Graduate Student Lead TA can assist in this, but it is ultimately the TA’s responsibility. Do not cancel a class or an office hour without first obtaining approval from the Math Department office. If a TA has an excessive number of absences, they may not have their appointment renewed. If a TA needs to change office hours, phone 294-1752 or send email to mathoffice@iastate.edu and tell them which hour(s) were cancelled and when they are rescheduled.

- If a TA cannot complete their duties due to attending a professional conference or emergency, he/she must obtain permission by completing the Travel Authorization Form and receiving departmental approval at least one week in advance of leaving (with emergencies being excepted). Approval FIRST needs to be obtained from Dr. Newman (for TAs doing lectures or grading) BEFORE submitting the Travel Authorization Form. It is the responsibility of the TA to find a substitute and to include all information on the Travel Authorization Form. Travel times that result in the TA being out of town for more than 2 days will not be approved.
- TAs are expected to be on time to all scheduled lectures, exams, office hours, help room hours, and other class-related appointments. TAs should not adjourn a class more than 5 minutes early. They are expected to be present and teaching the full length of the class or be present during the full hours of their Math Help Room assignment.
- TAs are responsible for posting and following Disability Resource policies and guidelines to meet student accommodations.
- All TAs are required to be in Ames through the assigned session and until grades are completed and submitted.
- Missing work for personal reasons may result in loss of pay. Students will be notified of this via email before their departure date.

I have read the above expectations and will meet them.

Signature: _______________________________________________________________________

**Part II: Please complete and sign**

I understand that I am to be in Ames and available to teach, grade, and/or work according to my prescribed duties in the Mathematics Department for the entire length of my teaching assignment and until grades are submitted during Summer 2015.

Mark assigned session:

______ Session I: May 18-July 10
______ Session I: May 18-June 26
______ Session II: June 15-July 24
______ Session II: June 15-July 31
______ Session II: June 15-August 7
______ Session II: July 7-July 31

Signature: _______________________________________________________________________

Print Name: ___________________________________________ Date: _____________________