Math Department Teaching Assistant (TA) Job Description
2015-2016

Teaching load will generally be one of the following 20 hours per week assignment:

- Two, three or four recitation sections accompanying a large lecture class, and possibly a grading assignment.
- Nine recitation sessions for Math 150.
- One smaller class (stand-alone) which may involve coordination with other instructors of the same course.
- Grading assistance for other instructors.
- A leadership position (Lead TA, SMI, Lab Coordinator, etc.).
- Combinations of the above that amount to 20 hours per week.

For TAs teaching stand-alone courses:

- Design or modify a syllabus. Email a soft copy in to the Math Office before the start of the semester. Provide syllabus to students at first class meeting. Any required meetings outside of the normal class lectures must be included on the syllabus. Assignments due Dead Week must be explicitly listed.
- Provide lectures and classroom activities for the course.
- Administer exams for the course. Find out if there is a common exam for the course. If not, design own exam. If so, participate in the preparation of the common exam if so requested by course supervisor.
- Provide grades for students in the class, including during the semester if a student requests a calculation of his or her grade. Determine a grading scheme, grade all necessary work, and report grades at midterm and at the end of the semester, possibly in cooperation with other instructors of the same course.
- Hold four (4) hours of office hours each week. During these hours students can come for one-on-one help with course material.
- Give night exams as scheduled.
- Conduct two teaching evaluations per semester (one mid-semester and one at end of semester).

For TAs leading recitations for a large lecture course:

- Meet each recitation section once or twice a week in a classroom. In class the TA will work problems at the board or on an overhead projector, answer questions, collect homework, administer quizzes, and perform other duties as directed by the course instructor.
- Meet face-to-face with the instructor of the course regularly to discuss their duties. Course staff meetings are mandatory. Meet other course-related expectations of the instructor.
- Proctor all night exams for the sections they are assigned. Proctor daytime exams if available.
- Hold a minimum of four (4) office hours per week.
- Grade homework, quizzes and exams as directed by the course instructor.
- Conduct two teaching evaluations per semester (one mid-semester and one at semester end).

For TAs leading recitations for Math 150:

- Meet each recitation section as scheduled. During this time, the TA will answer questions, demonstrate software, and perform other duties as directed by the course instructor.
- Meet face-to-face with the instructor of the course regularly to discuss duties. Course staff meetings are mandatory. Meet other course-related expectations of the instructor.
- Conduct two teaching evaluations per semester (one mid-semester and one at semester end).

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.
- Keep track of the hours spent grading, not to exceed 20 hours per week. If grading regularly takes more than 20 hours per week, contact Dr. Newman.
- Finish all grading promptly and return to instructor at agreed-upon times—in a timely manner.
- Proctor exams as assigned, including night exams as assigned by the Associate Chair.

For TAs assigned to the SMI Help Room:

- Work assigned hours each week in the SMI Help Room. Hold additional office hours as requested.
- Sign in and sign out.
- Proctor exams and final exams as needed, including night exams as assigned by the Associate Chair.
All Math Department TA’s:

Scheduling/Course Priorities:
- The priority order for scheduling courses, audits, and seminars each semester follows:
  1. Course Registration (12 credits maximum)
  2. Required English Courses for international students
  3. TA Assignment
  4. Course Audits (counts as 1 credit on course load)
  5. Research Seminars

Other Teaching:
- TAs are expected to be prompt. TAs should not adjourn a class more than 5 minutes early. They are expected to be present and teaching the full 50 minutes of the class or recitation.
- TAs are responsible for following Disability Resource policies and guidelines to meet student accommodations.
- Except for emergencies, a TA is responsible for arranging for their replacement if she/he must miss a scheduled class obligation. Course instructor, mathoffice@iastate.edu and Dr. Newman must be informed as addressed in “Absences” below.

Absences:
- 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 listed on the Letter of Intent (when grades are due) with the following exceptions: Labor Day, Thanksgiving Break, Winter Holiday Break, Martin Luther King Jr. Day, and Spring Break. TAs are expected to complete all grading and any other responsibilities before leaving for breaks. When leaving Ames during times you are being paid on a Letter of Intent, you need to complete the Travel Authorization form and indicate contact information.
- If a TA cannot make it to a recitation or class due to serious illness or emergency, he or she must notify the course instructor and the Math Department office staff immediately and notify students using Blackboard or other method; and send an email to mathoffice@iastate.edu or phone 294-1752. If possible, arrange for a substitute.
- If a TA cannot teach a recitation or class due to attending a professional conference or emergency, he or she must obtain authorization at least one week in advance by filing a travel authorization with the Math Department office staff and must also find a substitute for the time he or she will be gone. The substitute is required to be a currently employed Math graduate teaching assistant or Math faculty member. The graduate student teaching coordinator 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. The course instructor and Dr. Newman need to sign the Travel Authorization before leaving.
- If a TA has an excessive number of absences, or otherwise does not fulfill job duties repeatedly, he or she may not have their appointment renewed. If a student needs to change office hours, send email to mathoffice@iastate.edu and tell them which hour(s) were cancelled and when they are rescheduled.
- If a student has a predetermined absence that they cannot avoid, they need to complete the Travel Authorization Form and receive approval from their supervising teaching faculty (recitations, grading, SMI help room) AND Jennifer Newman, Associate Chair at least one week in advance.
- Missing work for personal reasons may result in loss of pay.
- Students may be asked to make up missed work hours later in the semester.

I have read the above expectations and will meet them.

Signature: _______________________________________________________________________

Print Name: ___________________________________________ Date: _____________________

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