



# Teaching Assistant Duties Agreement

Teaching Assistant: \_\_\_\_\_

EID: \_\_\_\_\_

Instructor: \_\_\_\_\_

Semester: \_\_\_\_\_

Course: \_\_\_\_\_

**Instructions:** This list highlights some of the common responsibilities and duties for graduate Teaching Assistants (TAs). Discuss this checklist thoroughly with your assigned instructor. You both should agree on the expectations for your TA appointment prior to the start of the semesters. Further discussion, follow-up, and feed-back should take place throughout the semester. TAs should retain a copy of this signed agreement and give copies to the instructor and Graduate Coordinator at the start of the semester. The departmental copy will be available to faculty and TAs upon request.

**Workload policy:** TA workload should not exceed an average of 20 hours per week. TAs are not responsible for assisting with the instructor’s personal research, errands, or personal tasks. TAs are not responsible for the faculty’s class sessions, and should not deliver primary lectures. **TAs may only be assigned duties which are adjunct to regular classroom instruction and may not be assigned regular classroom instruction duties nor may they serve as an instructor for any instructional activity. TAs are welcome to teach one section as a mentoring opportunity with the instructor present.** The University and Office of Graduate Studies clarify these duties here: <https://policies.utexas.edu/policies/teaching-assistants>

**Title IX:** University policy prohibits sexual interactions or romantic relationships, including consensual relationships, between an employee and an undergraduate student. Be mindful of that when you interact with students and make sure to maintain appropriate boundaries.

**Leaves of absence:** TAs are not permitted to leave campus at the end of the semester until released. Any potential periods of absence (conferences, personal time off) must be approved.

I, the Teaching Assistant, understand and accept the above policies and expectations. The following course duties were reached in conjunction with the instructor of the course.

Signature \_\_\_\_\_

Date \_\_\_\_\_

I, the Instructor, understand and accept with the above polices, including the workload policy and terms regarding lectures and classroom instruction. The following course duties were explained to the TA.

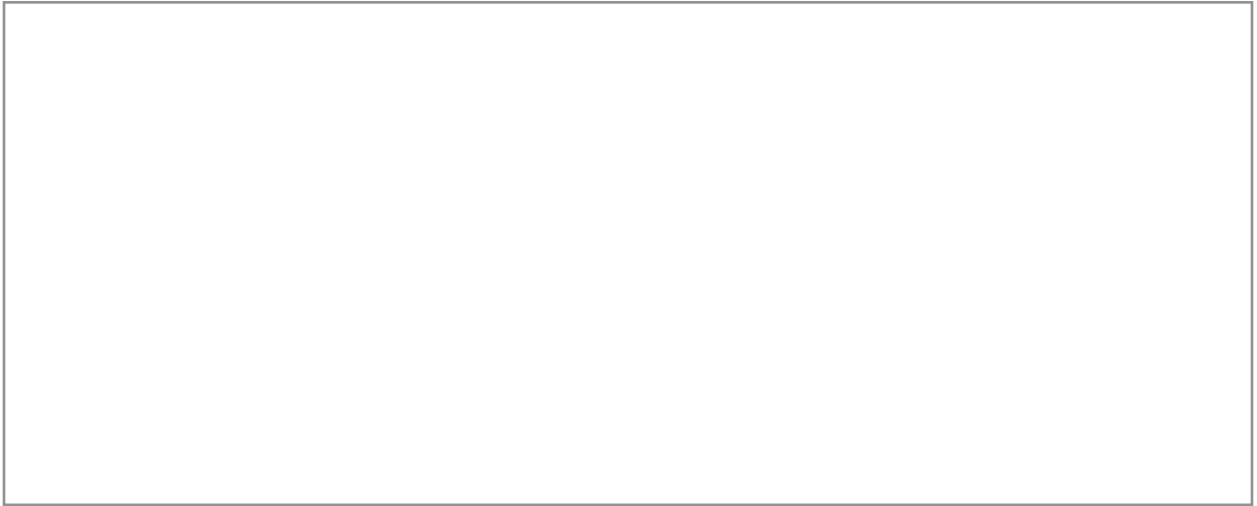
Signature \_\_\_\_\_

Date \_\_\_\_\_

**Instructions:** This list highlights some of the common responsibilities and duties for graduate Teaching Assistants (TAs). **A response is required for all fields and duties, this includes frequency.**

Responsibility	Yes	No	Frequency* (required)
Attend Class	<input type="checkbox"/>	<input type="checkbox"/>	
Take Attendance	<input type="checkbox"/>	<input type="checkbox"/>	
Read Class Materials	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare Class Materials	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with Instructor	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with other TAs	<input type="checkbox"/>	<input type="checkbox"/>	
Grade Homework	<input type="checkbox"/>	<input type="checkbox"/>	
Compute and Post Grades	<input type="checkbox"/>	<input type="checkbox"/>	
Grade Exams	<input type="checkbox"/>	<input type="checkbox"/>	
Proctor Exams	<input type="checkbox"/>	<input type="checkbox"/>	
Maintain Canvas	<input type="checkbox"/>	<input type="checkbox"/>	
Communicate with Students	<input type="checkbox"/>	<input type="checkbox"/>	
Hold Office Hours	<input type="checkbox"/>	<input type="checkbox"/>	
Proctor Makeup Exams	<input type="checkbox"/>	<input type="checkbox"/>	
Proctor Final Exam	<input type="checkbox"/>	<input type="checkbox"/>	
Grade Final Exam	<input type="checkbox"/>	<input type="checkbox"/>	
Post Final Grades	<input type="checkbox"/>	<input type="checkbox"/>	
Host Language Table	<input type="checkbox"/>	<input type="checkbox"/>	

**Additional Duties:**

A large, empty rectangular box with a thin black border, intended for the user to list their additional duties. The box is currently blank.