

**UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**  
**DEPARTMENT OF CLASSICS**  
**GRADUATE TEACHING APPOINTMENT CONTRACT**

**Complete, Copy, and Return to Student Services Manager**

**Terms of Appointment for Instructional Assistants in lecture courses (CLAR 120, CLAS 131, etc.)**

**Job Description.** The Instructional Assistant assists the course instructor(s) in the administration and teaching of these courses. The primary duties of the IA are to grade written work of the students (after consultation with the course instructor(s) and after an appropriate division of grading responsibilities) and to schedule and keep regular office hours (at least two hours per week). Other duties assigned by the course instructor(s) may include the following: to attend all lectures and keep roll (if roll is kept in the course); to set up the classroom physically, arriving early enough to clear it and set it up; to assist with PowerPoint and other forms of instructional technology; and to monitor exams and quizzes. The course instructor should make all such responsibilities clear to the IA prior to the beginning of the course. Within these limits, IAs have freedom to express academic views in class relevant to the material being studied, including literary, aesthetic, philosophical, and historical judgments.

IAs are expected to contribute to the Department in other ways as well. These include hosting prospective graduate students, attending and occasionally assisting with lectures by visiting speakers, participating in outreach activities such as the beginning-of-the-year undergraduate event and the annual convention in Chapel Hill of the Junior Classical League, and other activities as requested by the administrative staff.

**Workload.** The IA's responsibilities should not exceed an average of twelve hours per week.

**Training requirements.** The course instructor(s) will meet with the IA prior to the beginning of the course and during the course as needed to provide whatever training is needed.

**Evaluations.** No formal evaluation is required of the work of Instructional Assistants, but the course instructor(s) should tell the IA if his or her work is satisfactory or not and why, and report to the course supervisor (in the case of Senior Teaching Fellows) or to the Chair of the Department (in the case of faculty members) if it is not.

**Conditions.** All appointments are subject to approval by the University Administration and to the availability of funds. Specific assignments may be changed as the needs of the Department change or as the budget changes, but assigned IAs will be consulted before any such change is made. Offers of a graduate teaching appointment to students not yet enrolled in the Graduate School of UNC-CH are contingent upon enrollment. Offers to students completing an MA in the Department of Classics at UNC-CH are contingent upon completion of the MA and admission to the PhD program. All offers are contingent upon continued satisfactory progress towards the degree, as defined in the Department's Guide to Graduate Student Policies, Procedures, and Resources.

The Chair of the Department may reassign an Instructional Assistant to other duties at any time if the IA's work is judged unsatisfactory. IAs are entitled to a written statement of the reasons for any such action, and they may appeal such a decision to the Department's Committee of Appeals. This Committee consists of the Director of Graduate Studies, the Director of Undergraduate Studies, and the Departmental Senior Teaching Fellow. If any of these are personally involved in the case and so needs to recuse him- or herself, the Chair will appoint another person of comparable rank who is acceptable to the student making the appeal.

**I have read the above and the accompanying letter and agree to the terms set out therein:**

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Print name, sign, and date

Revised 16 October 2017