

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 Teaching Assistants in Lecture Courses with Recitations

Job Description. A Teaching Assistant (TA) serves under a faculty instructor in large lecture courses in one of two capacities. In courses with recitations, TAs are responsible for leading two recitations each. The TA meets regularly with the course instructor to discuss the course and plan for the recitations, meets with each recitation once a week, and keeps roll as directed by the course instructor. The TA grades all written work done by students in his or her recitation. TAs are expected to meet their sections regularly and at the officially assigned hour. They may also, at the discretion of the instructor, assist in preparing and presenting lectures and assignments. All TAs are expected to schedule and keep regular office hours (at least two hours per week), to follow the assigned syllabus, to attend all lectures, to attend all meetings requested by the course instructor, and to participate in the planning and administration of assignments and examinations as requested by the course instructor. TAs may also be asked to help the course instructor in other ways, such as preparing the classroom, assisting with PowerPoint and other forms of instructional technology, and delivering one or two lectures or more frequent short presentations. TAs may assist the course instructor in determining final grades, but the course instructor has primary responsibility for assigning them. The course instructor should make all such responsibilities clear to the TA prior to the beginning of the course. Within these limits, Teaching Associates have freedom to express academic views in class relevant to the material being studied, including literary, aesthetic, philosophical, and historical judgments.

TAs 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 TA's responsibilities should not exceed an average of twelve hours per week.

Training requirements. The course instructor will meet with the TA prior to the beginning of the course and during the course as needed to provide whatever training is needed.

Evaluations. Teaching Assistants with recitations must encourage their students to submit the online course evaluations at the end of each semester. In addition, the course instructor will visit the sections of the TAs at least twice in the course of the semester. The course instructor may evaluate the TA's teaching in other ways as well, using surveys, interviews of enrolled students, or other appropriate means. It is, however, departmental policy that the course instructor advises the TA in advance of all evaluation methods to be employed. After class visits and other evaluations, course instructors will prepare written reports. One copy of the report is given to the TA, and another copy goes into the TA's file; TAs may respond to the reports if they wish.

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 TAs 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 a Teaching Assistant to other duties at any time if the TA's work is judged unsatisfactory. TAs 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:

Print name, sign, and date
Revised 16 October 2017