

# Teaching Assistant (TA) Agreement

Department of Educational Psychology (EDP), University of Texas at Austin

*This completed form must be turned in to the EDP Executive Assistant prior to TA assignment*

TA Name: \_\_\_\_\_ TA EID: \_\_\_\_\_  
 Instructor: \_\_\_\_\_ Hours Appointed: 10 20 Other: \_\_\_\_\_  
 Course Title: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

**TA Work Schedule:**

Variable Hours OR  Set Schedule (details): \_\_\_\_\_  
 Location(s) work will take place: \_\_\_\_\_

**TA Duties:**

Responsibility	Yes	No	Frequency	Notes
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"/>		
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"/>		
Meet with Instructor	<input type="checkbox"/>	<input type="checkbox"/>		
Meet with other TAs	<input type="checkbox"/>	<input type="checkbox"/>		
Meet with Students	<input type="checkbox"/>	<input type="checkbox"/>		
Grade Homework	<input type="checkbox"/>	<input type="checkbox"/>		
Grade Exams	<input type="checkbox"/>	<input type="checkbox"/>		
Proctor Exams	<input type="checkbox"/>	<input type="checkbox"/>		
Post Grades	<input type="checkbox"/>	<input type="checkbox"/>		

Other Duties:

**Workload Policy:** TA workload should not exceed the average number of hours per week of the TA assignment. TA duties may NOT include assisting with instructor’s research, administrative, or personal tasks. TAs cannot teach class if the instructor is unavailable. See [UT’s rules regarding TA eligibility, hiring, and duties >](#)

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

**Employment Dates By Semester:**

Fall: September 1 – January 15

Spring: January 16 – May 31

Summer: June 1 – July 15 (1<sup>st</sup> Session), July 16 – August 31 (2<sup>nd</sup> Session), June 1 – July 31 (9-Week Session), June 1 – August 31 (Whole Session)

**Leaves of Absence:** Any leaves of absence during the period of employment (listed above), including conferences and personal time off, must be approved by the instructor.

**Evaluations:** At the end of the employment period, TA performance is evaluated by the instructor; TAs will have the opportunity to review and discuss the evaluation. Evaluations are kept on file by the EDP Department; copies are provided to both TA and instructor.

**Performance Guidelines:** Student employees are expected to meet work performance standards established by their supervisor, department, and university. Examples of poor performance may include (but are not limited to) the following:

- repeated tardiness absence, or unavailability for work, or without proper notification to the supervisor or without satisfactory reasons
- falsifying time sheets or other university records
- violating safety rules or accepted safety practices; creating or contributing to unhealthy or unsanitary conditions
- unauthorized use or theft of university property, including records and confidential information; abusing or damaging supplies, property or records belonging to coworkers, students or the university
- failing to meet a reasonable, objective measure of efficiency and productivity; wasting time during work hours
- failing or refusing to follow instructions, meet deadlines, or complete designated work; failing to cooperate with supervisors, or disruptive or disorderly conduct
- failing to follow [Responsible Conduct of Research](#) protocols or other established procedures
- inappropriate, unauthorized, or illegal use of the university's information technology resources, including violations of the university's [Acceptable Use Policy](#) and [Information Resources Use and Security Policy](#)
- violating policies or rules of the university, including the [Institutional Rules on Student Services and Activities, Chapter 11](#) (Student Discipline and Conduct)

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

TA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I, the Course Instructor, understand and accept the above policies and expectations. The above duties were reached in conjunction with the TA.*

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_