

DHD Teaching Assistantship Information

Guidelines for appointment, assignment, and reappointment

- TA positions are intended for full-time on-campus graduate students in DHD. To be appointed or reappointed as a TA, a student must be in good standing in their academic and research program of study, be promptly meeting program milestones, and any prior TA performance reviews must be satisfactory.
- All DHD courses with TAs have a primary lead instructor who creates the syllabus and sets course policies. Teaching assistants support the primary instructor to deliver the course and uphold course policies. Typical duties of a TA include reviewing course materials, attending lectures, grading assignments, managing Blackboard, holding scheduled office hours to meet with students, responding to student emails, and attending instructor-led TA meetings. Additional duties may include facilitating discussion sections or other instructional-related duties as assigned. The specific course duties will be communicated by the instructor to the TA at the start of the academic term.
- TAs are employed by and assigned to the department, not individual faculty. The primary supervisor of record is either the Associate Head, the Director of Graduate Studies, or the Director of Undergraduate Studies (as assigned by the Head each academic year). The lead instructor is the day-to-day secondary supervisor. Course assignments are set by the department and determined based on a variety of factors such as educational background, work and training experience, previous teaching experience in specific classes, suitability with course content, schedule availability, amongst other factors.
- TAs are required to be on campus during weekdays for assigned class times, for student office hours, and for instructor/TA meetings. There are limited online classes which may have remote positions available. Typical TA positions are 50% appointments, with some limited 25% appointments. The period of appointment is a nine-month academic year (e.g., August 16 through May 15). There are no summer TA appointments available.
- The general guide for TA to student ratio is one TA to 50 students (per 50% appointment). However, the total number of students a TA is assigned may vary based on course need, other assigned tasks, and delivery mode. The expectation of number of students and/or types of tasks will be communicated by the instructor to the TA at the start of the academic term.
- Most of the TA offer letters with class assignments are sent close to 45 days prior to the start date of a typical appointment. This means letters are sent around June 30 for appointments that start August 16. However, we continue to make offers and/or change class assignments after these dates until all positions are filled, even closer to the start of each semester. Our available offers, class assignments, and TA positions may change based on enrollment, funding, and/or due to eligible TAs switching to other types of employment, such as a Research Assistantship.

Apply for a DHD TA position by April 5 here: <https://forms.uofi.uic.edu/sec/958687>

Hiring Considerations

Other Factors that may enhance an applicant's eligibility for a DHD TA appointment or reappointment.

- Department's mission to provide the best and most appropriate support to our students in each of our classes.
- Funding (PhD students without other sources of funding or with insufficient funding may be prioritized.)
- Program of study (PhD students may receive priority over MS students.)
- Length of time in program (PhD students within five years of entering their program of study receive priority; and MS students within their first year of entering their program of study receive priority.)
- Academic record (minimum GPA 3.0) and satisfactory progress towards the degree (this may mean completing milestones such as timely completion of coursework, the preliminary exam, and/or proposal defense.)
- Previous relevant teaching experience, performance as a TA, and/or general career goals.

DHD Teaching Assistantship Application

Submission Instructions

Applicants must complete and submit the following by 5.00 PM on April 5th for fullest consideration for a TA position in DHD:

- TA application form.
- Cover letter (one page maximum, highlight interest in the position, experience, and career goals)
- Curricula Vitae (three pages maximum)
- Complete a zoom interview (further information to be provided after application close date).

OPTIONAL, Supplementary Materials

To request a 25% appointment or a remote/online course assignment, applicants must also include additional materials with their application. Please submit the following along with your main application materials:

- A supplementary short statement explaining your request in detail.
- An email from your academic advisor which acknowledges support of your request (email to: dhdosa@uic.edu). It is strongly recommended you discuss this request with your advisor prior to the application deadline.

Note: These appointments (25% FTE and remote/online) are prioritized for graduate student applicants with relevant employment accommodations through the UIC Office of Access and Equity, students with no other source of funding/waiver, advanced students completing dissertation data collection, and/or students required to live out-of-state. Other priorities may be determined by the department. First year graduate students (e.g. entering the program) are encouraged to talk with the Director of Graduate Studies before submission of supplementary materials.

Review Process

The Associate Head and Academic Program Directors, in consultation with the Academic Affair Committee, will review all applications and make recommendations to the Department Head for appointment or reappointment. Decisions and notifications for TA applications will be made by the end of the spring semester.