**Teaching Assistant (TA) and Graduate Assistant (GA) Appointment Guidelines**

**Department of Kinesiology and Nutrition, College of Applied Health Sciences**

Application Procedures:

1. The Department of Kinesiology and Nutrition does not guarantee a TA or GA position, or any other type of funding, for any student enrolled in its graduate programs.
2. Students enrolled in any of the Department of Kinesiology and Nutrition graduate programs are eligible to apply for TA and GA positions. These programs include the PhD in Kinesiology and Nutrition, the MS in Kinesiology and the MS in Nutrition
3. Typical degree completion time is 4-6 years for the PhD in Kinesiology and Nutrition and two years for the MS in Kinesiology and the MS in Nutrition. However, actual completion time depends on a student’s progress and may be shorter or longer than the typical time indicated above.
4. When TA and GA appointments are offered, they are typically either 25% or 50% appointments for either one or two semesters (Fall and Spring). The pay rate contracted by UIC GEO serves as the base rate for appointments. Occasionally, TA or GA appointments are available for the Summer term.
5. During the Spring semester of the year preceding the appointment, both continuing and incoming students receive a form where they indicate their preference for TA appointments: <https://forms.illinois.edu/sec/7281361>
6. Each TA must contact the instructor(s) for each assigned course at least two weeks before the course begins.
7. The course instructor provides assignments and expectations for each course in writing and the agreement myst be signed by both the instructor and the TA.
8. For GA appointments, the department will communicate, in writing, expectations and/or flexibility regarding scheduling and work site(s) (e.g., on campus/onsite vs. off campus/remote), including considerations for accessibility, if any.
9. For Summer TA/GA assignments, the department will communicate in writing the tentative nature of that assignment if minimum enrollment has not yet been met. Summer appointments are only guaranteed after an appointment letter is received and signed.

Factors considered for TA appointments/assignments. These factors are not presented in order of importance and each factor may carry a different weight on the final decision in each individual case.

1. **Applicant’s preferences.** In advance of each semester, graduate students complete a survey to indicate their preferences <https://forms.illinois.edu/sec/7281361>
2. **PhD vs. MS students; research vs. course-based students; continuing vs. first-year students.** Preference for TA and GA appointments is given to students enrolled in the PhD program vs. students enrolled in either of the MS programs. MS students conducting a research-based degree are given priority to those conducting a course-based degree. Continuing MS students are given priority versus first-year MS students.
3. **Relevance of academic and/or professional expertise.** Students’ academic and/or professional background contributes to determination of the most appropriate course assignments.
4. **Scheduling availability/timeframes.** Students will not be scheduled to TA courses that conflict with their own class schedule. When there is a conflict, the TA position will be reassigned to not conflict with the students’ course schedule. Once a student accepts a TA assignment, it is the student’s obligation to give priority to their TA assignments in the case of a scheduling conflict.
5. **Relevance of previous job performance as a TA**. Students who fail to complete their TA responsibilities – e.g. incomplete grading, lack of expected attendance, lack of communication with students/instructor, unprofessional behavior – will have lowest priority for future TA assignments.
6. **Academic record.** Students’ whose quality and timeliness of work are meeting expectations will have higher priority for a TA assignment than those whose work is not meeting expectations. Students not in good academic standing will have lowest priority for receiving a TA or GA appointment.
7. **Academic mission of the department**. All TAs are expected to provide an inclusive, supportive environment for learners.

**Appointments of TAs as Instructors of Record**

Students are sometimes given the opportunity to be the Instructor of Record for a course. The following factors are considered when making such appointments:

1. Student is in good academic standing and meeting expectations for quality and timeliness of work.
2. Faculty mentor is supportive of student teaching the course.
3. Student has capability to teach the specific course(s).

Only students who receive specific assignments from the department head to be Instructors of Record may be asked to act as the main instructor for a course. A faculty course instructor may not ask a TA to be the main instructor without prior agreement by the department head.

Whenever appropriate and feasible, TAs who are appointed as Instructors of Record will be provided with the latest available syllabus for the course.