

## **DHD TA Positions**

**Availability:** DHD has between 15-25 graduate TA positions available each academic year ranging from 25-50% FTE. Positions may be fall term only, spring term only, or both fall and spring terms which are assigned one term at a time with option for renewal. The number of positions available each academic term depends on funding availability and course enrollment. On a limited basis, there may be positions available for external graduate students at UIC with priority given to students who have worked with our faculty, taken our graduate classes, and/or are enrolled in a graduate program in AHS.

**Application process:** Applications are completed annually through a general online application form that is sent to the DHD student listserv in April for positions the following academic year. Applicants can note preferred term(s), FTE, and in-person or online, and/or other funding and scheduling considerations, although preferences are not guaranteed. The DHD Academic Affairs Undergraduate Subcommittee reviews the TA applications. Priority is given to DHD graduate students who are in good academic standing and without other sources of funding. The Head has final approval of all TA positions. Both new and returning TA's must complete an application each year and there is no guarantee of ongoing availability. Applicants are first informally notified of their application outcome via email by June. Formal offer of employment contract letters containing the position term(s), FTE, and course assignments are provided by DHD HR during summer at least 45 days prior to the contract start date.

**Course Assignments:** DHD classes with TA's have a lead faculty instructor who is the primary instructor and individual TA supervisor. Course assignments for TA's are based on availability, course enrollment, balancing new and experienced TA's, individual academic background, and teaching/work experience. Course assignments may be changed prior to the start of the contract date due to changing availability or course enrollment, and TA's will be informed via email of any changes. TA's are not expected to prepare for their assigned courses prior to the start of their contract date.

**Duties:** The responsibilities of TA's are to support the lead faculty instructor. Duties include, but are not limited to, duties primarily in support of the lead instructor and educational services such as: supporting the instructor during preparation and delivery of in person or online classes; supporting or leading discussion sections; supporting or leading class discussions; supporting or leading lectures; grading assignments; holding office hours; supporting Blackboard or other technology; supporting accommodations; and/or any other educational activity or service provided.

**Orientation and Training:** All TA's are required to attend a departmental orientation meeting with their course instructor during the first week of their contract, and complete a Blackboard training at the appropriate individual skill level during the first month of their contract. Further additional departmental orientation and/or trainings may be required with details outlined in the formal offer of employment contract letter. All new TA's and new international TA's are required to attend any mandatory UIC orientations.

**Performance Evaluation:** DHD TA's have a performance evaluation each term which consists of three parts: complete an online self-evaluation, instructor completes an online individual evaluation of the TA, and instructor/TA meet to share feedback. Performance evaluations are intended to support the TA's to build their teaching skills and provide mutual avenues for feedback by TA's and instructors. The evaluations shared only between the instructor and individual TA, and with the DHD Academic Affairs Undergraduate Subcommittee.