TEACHING ASSISTANT / FACULTY CONTRACT

Before the start of each semester, all faculty who will work with a Teaching Assistant, and all students who are hired as a Teaching Assistant, must read and agree to the following guidelines:

**Teaching Assistant duties can include:**
- Hold TA Review/PLTL session
- Offer in-class support
- Assist with class discussions
- Hold office hours to answer student questions/concerns
- Meet with professor to plan for upcoming review/PLTL sessions
- Serve as liaison between students and faculty
- Communicate regularly with faculty member

**Teaching Assistant duties cannot include:**
- Proctor examinations or quizzes
- Assign grades
- Conduct research unrelated to class preparation
- Provide clerical support to faculty in departments
- Teach or hold class without the faculty member present
- Conduct personal business for faculty
- Provide 1:1 tutoring services outside the classroom or office hours
- Discipline students

**Additional Considerations:**

- Teaching Assistants may work up to 4 hours per week per section, with a maximum of 2 sections/8 hours per week. Faculty: please be mindful of the TA’s workload in addition to review sessions and in-class time.

- Teaching Assistants are required to record their work in two places: in TutorTrac and biweekly in their myHill timesheet. TutorTrac hours and myHill timesheets must match exactly.

- The faculty member must decide if and when the Teaching Assistant should attend class. If so, class time is part of the 4-hour weekly time allotment. Please help increase TA visibility by including TA contact info on your syllabus and reminding students to attend review sessions or office hours.

- Teaching Assistants and Tutors are different positions with distinct responsibilities. Teaching Assistants who want to tutor must be hired as Tutors by the Center for Writing and Academic Achievement (CWAA). Once hired, the hours dedicated to tutoring would be in addition to the hours spent on Teaching Assistant duties.

- Teaching Assistants are required to attend monthly professional development sessions with the CWAA. Also, TAs and faculty are required to fill out a mid-semester and end-of-semester survey from the CWAA.

Questions? Please contact Susan Wall, Coordinator of the CWAA (swall@stonehill.edu).

**Faculty Member**
I agree to the Teaching Assistant guidelines and will honor them to the best of my ability.

______________________________  ______________________________  _____________
Printed Name of Faculty Member  Signature of Faculty Member  Date

**Student**
I agree to the Teaching Assistant guidelines and will honor them to the best of my ability.

______________________________  ______________________________  _____________
Printed Name of Student  Signature of Student  Date