

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Workload Guidelines for Teaching Assistants and Research Assistants
Policy Number: 04.21.12
Effective Date: April 10, 2002
Issuing Authority: Office of the Provost

Scope of Policy

These workload guidelines are applicable to all graduate student teaching assistants and research assistants throughout the University, regardless of whether the assistant is or is not a member of the Temple University Graduate Students' Association ("TUGSA") bargaining unit.

Article XI of the collective bargaining agreement between the University and TUGSA, dated as of April 10, 2002, confirms the University's unilateral managerial right to determine and establish workload guidelines, including the definition of calculated clock hours, for teaching assistants and research assistants who are in the TUGSA bargaining unit. The University exercised that right by issuing these workload guidelines, which it shared with TUGSA on April 10, 2002, during contract negotiations.

Policy

Section 1 - Maximum Hours

A. Teaching Assistants - A full-time teaching assistant appointment will be calculated as instructional work averaging 20 clock hours of work per week for a semester. In the event that fractional appointments are utilized, each fractional appointment will be calculated pursuant to the sections below.

1. Teaching Support Activities - Contact hours per week of proctoring, grading, tutoring and monitoring class activities such as exams or other exercises will be calculated with each hour of student contact being equivalent to one (1) clock hour of work per week. Office hours required as part of this assignment will be calculated as one clock hour per week.

2. Supplementary Teaching Activities - Lecturing, instructing a laboratory, conducting discussion or quiz sections, and leading recitations, when such activities are under the supervision of another instructor, will be calculated with each one hour of student contact being equivalent to 1.67 clock hours of work per week because each of these activities requires preparation time

equivalent to each hour of student contact. Office hours required as part of this assignment will be calculated as one (1) clock hour per week.

3. Teaching Assistant Instructor - When a teaching assistant serves as instructor in a course by fully conducting the class sessions, evaluating the performance of students, and conducting office hours, without the supervision of another instructor, a full-time appointment (equivalent to 20 clock hours per week) consists of six course credit hours of teaching. Assignments for less than six course credit hours will be calculated on a fractional basis, with each course credit hour of teaching being the equivalent of three and one-third (3.33) clock hours per week. Office hours required as part of this assignment are included within the clock hours calculated as part of the teaching assignment.

4. The letter of appointment shall specify the nature of the assignment(s) for each portion of a teaching assistant's full or fractional appointment according to the definitions stated above. In the event that a letter of appointment does not specify the nature of a teaching assistant's assignment(s) or the assignment(s) do not conform to the definitions above, any dispute about the nature of the teaching assignments shall be resolved through the workload review procedure specified in Article XI of the labor agreement.

B. Research Assistants - For the purposes of defining a full-time appointment or fractional appointment, each hour of work is to be deemed one clock hour per week. A full-time assignment is defined as an average of twenty (20) clock hours per week

C. Combination Appointments - Any combination of A.1, A.2, A.3, and B above shall not exceed an average of twenty (20) clock hours of work per week calculated according to the formula(s) stated above.

D. In the event an assignment is changed during the semester, the average clock hours and the compensation will be recalculated pursuant to the above provisions.

Notes

1. Dates of official enactment and amendments:

Adopted by the Office of the Provost on April 10, 2002.

2. History:

none

3. Cross References

Temple University - Temple University Graduate Students Association collective bargaining agreement dated as of April 10, 2002. (This agreement can be found

under #04.21.11 in the Temple University online Policies and Procedures Manual.)

Graduate School Policies and Procedures (Located in the online Graduate Bulletin at: http://mdev.temple.edu/gradschool/grad_school/policies.asp#23)