SOE Policy on Teaching Assistants

It is the policy of the Johns Hopkins School of Education (SOE) that individuals employed as Teaching Assistants (TAs) abide by the policies stated below.

Scope
This policy applies to all individuals employed as TAs at SOE.

Definition
TAs help faculty with the content and delivery of courses. Services provided by TAs include, but are not limited to, monitoring, leading lab and/or discussion sessions, offering office hour assistance to students, and/or performing clerical tasks associated with course instruction. While TAs can recommend grades for assignments, the course instructor-of-record is responsible for making all grading decisions. TAs are supervised by the course instructor-of-record or designated full-time faculty member and are subject, where applicable, to established SOE policies on student academic employment.

Qualifications
The minimum qualifications necessary for employment as a TA shall be defined at the individual academic program level based on a course’s specific needs.

In addition, if employing a current SOE student as a TA, the following conditions apply. The prospective TA must:

- be a degree-seeking graduate student (master’s and doctoral students only) without existing admission conditions imposed by SOE;
- be in good academic standing (i.e., have maintained a 3.0 GPA or better at the master’s level, or 3.25 or better at the doctoral level, throughout the course of his/her degree) and be making satisfactory progress toward a graduate degree; and
- remain registered in courses that count toward the graduate degree for at least three credit hours during each semester while employed as a TA.

A current SOE student may serve as a TA in the same academic program in which s/he is matriculated provided that 1) s/he is further along in the academic program than the students that s/he is assisting (e.g. a third-year doctoral student can serve as a TA for second-year doctoral students), and 2) the academic program does not anticipate (to the best extent possible) that the TA will be enrolled at a later date in courses with fellow students for whom s/he has previously served as a TA.

Selection and Hiring
All TA hires are subject to approval by the Dean or his/her designee. Funding availability shall be considered in all paid hires. Any faculty member and/or program director can recommend a TA hire.

Categories of Hire
There are three categories of TAs hired by SOE:
• SOE doctoral students who earn academic credit for serving as a TA but are otherwise unpaid.
• SOE graduate students (master’s and doctoral) who are paid to serve as a TA. Full-time SOE students serving as TAs will be hired as student employees. Part-time SOE students serving as TAs will be hired as casual staff.
• Non-SOE-affiliated personnel (e.g. an alumnus) who are paid to serve as a TA and are hired as casual staff.

Terms of Hire
TAs are hired to assist with a specific course and are paid on an hourly basis without need for notification of non-renewal. TAs hired as student employees shall not work more than 20 hours per week. TAs hired on a casual staff basis shall not work more than 987 hours over the course of a 12-month period.

Duties of Teaching Assistants
The specific duties of a TA shall be defined at the individual academic program level based on the specific needs of a course and shall align with the guidelines below:

• TAs may only be assigned duties that are adjunct to regular classroom instruction.
• All duties performed by TAs shall be under the supervision and direction of the course instructor-of-record or a designated full-time faculty member faculty. Such duties may include student practice sessions, discussion sessions, assistance in laboratories, recitation sessions, review sessions, and other similar activities.
• TAs may make recommendations for course assignment grades provided that the TA holds a higher degree than the degree program in which s/he is assisting. Thus:
  o TAs with a master’s degree may recommend grades for students in undergraduate courses; and
  o TAs with a doctoral degree may recommend grades for master’s students.
• TAs may be assigned to hold office hours, hold student conferences, and to perform similar common academic duties.
• TAs may NOT be assigned regular classroom instruction duties, nor may they serve as an instructor-of-record for any instructional activity.
• TAs may on occasion have access to the grade center in Blackboard but may NOT submit final grades to SIS self-service and/or Blackboard.

Supervision and Evaluation of Teaching Assistants
All TAs shall be under the direct and assigned supervision of the course instructor-of-record or a designated full-time faculty member and shall regularly report on the conduct and performance of their duties to the supervising faculty. TAs shall be evaluated through course evaluations.

Other Employment Information
Although not members of the faculty, TAs are expected to conform to the same standards of conduct in the performance of their academic duties as members of the faculty are. TAs shall respect the rights and opinions of students and uphold the academic standards of the School of Education.