

# Department of Nutrition Policy Document

Title: **TA Policy**

Date Last Review: 1/6/2022

Chair Signature: 



## Teaching Assistant Policy

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### *Policy Statement*

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Student involvement in teaching is an important part of training, and Teaching Assistants (TA's) are often required to ensure the successful facilitation of a course. This is especially true as the number of enrolled students in a course increases. It is important to establish the criteria that require a TA, the tasks for which the course instructor and the TA are responsible, and the compensation for the TA.

**Allocation of TAs:** In general, the Department will allocate no TA's for classes less than 25, 1 TA for classes up to 40 students; with additional TA help for larger classes. This allocation might vary depending on course needs.

**TA Requirements:** All doctoral students are required to TA at least one course, typically a course offered in the Department of Nutrition, or a course offered as part of the MPH or BSPH integrated core. There is no TA requirement for MPH or MS students.

**TA Tasks:** Important tasks typically include managing Sakai including maintaining gradebook, assisting with grading, scheduling guest speakers, facilitating discussion sessions, facilitating review sessions, responding to student questions via email or in person, and teaching 1 lecture. TA's should expect to attend all classes as much as possible. Tasks may also include group tutoring.

### **Compensation:**

#### **PhD Students: TA**

PhD students are fully funded. They will receive \$1,000 for each course they TA as a top up that is in addition to their normal funding (e.g, support on a T32 pre-doctoral training grant). Possible additional funds may be allocated for significant extra duties, such as when a course is being substantially revised. PhD students are receiving course credit. The expectations for their time for research during the semester they TA would be reduced.

#### **MPH/MS Students: TA**

Masters students are not typically fully funded as are doctoral students. Masters level students are not expected to maintain the same level of responsibility as PhD students. Masters students receive \$2,000 for each course they TA.

**Discussion leaders (MPH or PhD Students)**

Student will receive \$1,000 for serving as a discussion leader. Tasks typically include facilitating weekly discussion groups and documenting attendance. The discussion leaders will not be performing other TA related tasks.

**Grader: (MPH or PhD)**

Students will receive \$1,000 for serving as a grader only and not performing other TA related tasks.

**Both MPH/MS and PhD students:**

Students may also serve as TAs for either the integrated MPH or integrate BSPH core courses for which there is coverage by the Gillings Central Offices (tuition and stipend). Students are also eligible to serve as a TA outside the department. Compensation would be based on the outside department's policies.

Work expected of TA's can vary considerably and our processes are designed to account for the major sources of variation.

**Academic Credit for TAs:** MPH and PhD students receive 1 credit of teaching.

**TA Appointments**

TA candidates will apply for the positions. Each month the Associate Chair for Academics, in consultation with the Chair and academic leaders as needed, will review the applications and make the selections for TA.

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***Audience***

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This policy applies to all TAs and the faculty who oversee their work in the courses in which they are assigned in the Nutrition Department.

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***Purpose***

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To ensure that the utilization of TA's is accomplished in a fair and equitable manner within the Nutrition Department.

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***Roles and Responsibilities***

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**Teaching Assistants** – Familiarize themselves with the School's and the Department's TA policy and follow its guidelines.

All PhD students must TA at least one course. MPH and PhD students can be a TA more than once.

**From the Doctoral Student Handbook:** Each student will gain teaching experience by working with a nutrition faculty member to teach components of a 3-credit hour nutrition course or equivalent course. This involves: 1) preparing, planning reading list, and giving at least one lecture, 2) attending all or nearly all of the course lectures, and 3) evaluating students with the course instructor. The course instructor will give teaching students a written evaluation of their work in the course and send a copy to the Academic Coordinator. All students will be required to register for NUTR 785 (1-credit) to earn credit for their teaching experience. Doctoral students, who are paid as TAs to assist with a course, will perform additional tasks.

**Course Instructors** – Provide mentoring and direction and feedback to TA's as needed for them to understand and be successful in their tasks. For students enrolled in NUTR 785, faculty are responsible for providing a grade to Associate Chair for Academics.

**Chair** – Provide leadership and mentoring as needed to ensure equitable implementation of the policy.

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### ***Related Regulations or Policies***

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Doctoral Student Handbook

- Effective Date: 5/1/2022
- Last Revised Date: 1/6/2022