

TA allocation guidelines **Fall 2015**

As part of the PhD training at RSMAS, all students are expected to TA twice. This is not tied to the year in which the student is funded by the school. This document provides a description of the TA allocation process, and a working list of priorities and considerations. In general, classes with large enrollments are given priority with the idea that increases contact hours with students. While the program directors and Associate Dean do their best to follow these priorities, there are a number of other considerations that go into final decisions on TA allocation. The considerations are not listed in any particular order of priority, but are simply noted for information.

Process/Timeline:

- March- April: Program directors collect requests for TAs for the upcoming academic year from their faculty. Note that requests should be accompanied by a description of the duties for each course. Program directors then match eligible students with course requests. Efforts should be made to coordinate across programs to match eligible students with program needs.
- May-June: Program directors provide suggested TA roster to the Associate Dean, who then finalizes the TA assignments. GSO sends out official assignment letters to student, instructor, advisor and program director.

Priorities:

1. Undergraduate labs
2. Large enrollment undergraduate classes
3. Large enrollment graduate classes

Considerations:

- Ideally, the student will TA one undergrad course and one more specialized course (either upper level undergrad or graduate class).
- We try when possible to balance the TA's workload between their two assignments. For example, if a one class is a particularly large workload, we attempt to assign a class with a lighter workload for the second assignment.
- If the faculty do not follow the guidelines (<http://www.rsmas.miami.edu/academics/graduate-programs/ta-resources/ta-and-faculty-guidelines/>) it is possible that they will not be awarded a TA in future years, even if their course is identified as a priority based on the above criteria.
- Program directors are provided with previous enrollment numbers and TA evaluations TA from prior years for consideration.
- Exceptions to the general policy can be handled on a case-by-case basis at the discretion of the Associate Dean and the Graduate Academic Committee.

