

SUNY Geneseo Senate Policy, passed 7 April 2020:

Undergraduate Teaching and Lab Assistants Policy

Faculty or supervisors may offer undergraduate students the opportunity to serve as teaching or lab assistants (hereafter TAs) to the mutual benefit of both parties. All faculty/supervisors and TAs should adhere to the following policies regarding the TA experience:

- TAs should receive a syllabus, if working for credit, that includes expected tasks, criteria for evaluating the TA's work, and hours of work appropriate to the number of credits received (3 hours of work per week for 1 credit). TAs should receive a contract, if getting paid or volunteering, that stipulates the expected tasks, rate of pay or that a student is volunteering, time frame for employment and expected hours per week.
- TA training in matters of privacy and confidentiality is required.
- The faculty/supervisor in charge of the course must ensure that any grading done by TAs is fair and equitable, in keeping with the best practices referred to in this policy as they will be developed by the Office of the Provost.
- Questions or disputes over TA assigned grades should be handled by the faculty member or supervisor, who has ultimate responsibility for all grades.
- TA responsibilities must be limited to tasks directly related to the course
- TAs must report potential conflicts of interest, as defined in the Provost's office published guideline, to the faculty/supervisor and should not have oversight/grading of these students
- TAs should be graded S/U. Normal grading mode may be applied to TA experiences that include significant academic content as determined by the faculty member/supervisor. Examples include readings in pedagogy in content area, preparing and delivering a course lecture, and completing a major assignment.

The Office of the Provost will maintain published guidelines on best practices for faculty/supervisors on working with an undergraduate teaching assistant and for students on expectations as a teaching assistant.