Working with Your Teaching Team

New Faculty Orientation 2018

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Your concerns and questions

• Take a minute to use the index card we’ve provided to jot down one question or concern that’s most on your mind as far as dealing with your TAs
Policies

• Your teaching assistants are represented by a *Collective Agreement* between CUPE 3902 (Unit 1) and UofT:

• [https://www.cupe3902.org/unit-1/documents/](https://www.cupe3902.org/unit-1/documents/)
Description of Duties and Allocation of Hours (DDAH) form

- The DDAH form helps lay out the expectations for your TA
- You are expected to have this filled out and signed (by both yourself and your TAs) prior to the start of your course
- The DDAH form is not a contract, and the TA’s signature only reflects that they have seen the form
Description of Duties and Allocation of Hours Form

<table>
<thead>
<tr>
<th>#</th>
<th>Responsibility/Activity</th>
<th>Time/Task (est.)</th>
<th># of Students in Occurrence</th>
<th>Total Time (est.)</th>
<th>Revised Total Time (est.)</th>
<th>Category of Duties (e.g. Contact Time, Marking/Grading)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TA Training</td>
<td>3.00</td>
<td></td>
<td>3.00</td>
<td></td>
<td>First Contract Training</td>
</tr>
<tr>
<td>12</td>
<td>Office Hours and Emails</td>
<td>6.00</td>
<td></td>
<td>6.00</td>
<td></td>
<td>Contact Time</td>
</tr>
<tr>
<td>12</td>
<td>Midterm Grading</td>
<td>12</td>
<td>50</td>
<td>50</td>
<td></td>
<td>Marking/Grading</td>
</tr>
<tr>
<td>12</td>
<td>Final Grading</td>
<td>24</td>
<td>50</td>
<td>20</td>
<td></td>
<td>Marking/Grading</td>
</tr>
<tr>
<td></td>
<td>Proctoring</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Other Duties</td>
</tr>
</tbody>
</table>

Total Hours: 50
Description of Duties and Allocation of Hours Form

Training

- Attending Health and Safety training sessions
- Meetings with supervisor
- Adapting Teaching Techniques (ATT) (scaling learning activities)

Indicate Tutorial Category (1 primary activity)
- Discussion-based Tutorial
- Skill Development Tutorial
- Review and Q&A Session
- Laboratory/Practical

Allocation of Hours Summary

<table>
<thead>
<tr>
<th>Duties</th>
<th>Initial Hours</th>
<th>Revised Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Contract Training</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Additional Training (if required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Time</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Marking/Grading</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Other Duties</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Total Hours</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>

Prepared by (Supervisor): 
Signature: 
Date: 

Approved by (Chair/Designated Authority): 
Signature: 
Date: 

Accepted by (Teaching Assistant): 
Signature: 
Date: 

MID-COURSE REVIEW CHANGES (if any)
Prepared by (Supervisor): 
Approved by (Chair/Designated Authority’s Signature): 
Approved by (Teaching Assistant’s Signature): 
Date: 

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Your first meeting with your TA(s)

• Lay out your expectations for the course
• Go over the DDAH form
• Go over course policies
Mid-Semester Review

• TAs are required to meet with their CI around the middle of the semester to go over their DDAH form (and revise if necessary)

• Opportunity to reallocate hours, if necessary

• Can request more hours from department, but many times it does not happen
Other Policies

- Respecting confidentiality
- Avoiding conflict of Interest
- Safeguarding the learning environment
- Upholding academic integrity
Respecting Confidentiality

Freedom of Information and Privacy Protection Act (FIPPA)

Handling assignments
Posting grades
Email

Official policy on email correspondence
Avoiding Conflict of Interest

• Your TAs must disclose any potential conflicts of interest immediately
• Your TAs are not allowed to be responsible for grading any work of a student where there’s a potential conflict of interest
Safeguarding the Learning Environment

• Discuss with your TAs any areas of concern they might have regarding the safety of themselves, the students, and the classroom

• Provide them with contact information (e.g. campus police, 416-978-2222)
Upholding Academic Integrity

Report it to the CI
• NOT reporting is an offense of the Code!
• You can ask them to compile “evidence”
• Ask them to log their hours

Retain the assignment
• Don’t assign a grade
• Don’t return the assignment(s)

Exercise caution with the student
• Don’t accuse the student of plagiarism
• Don’t impose penalties
• Don’t advise the student to withdraw
Best practices

• Working with TAs can pose unique challenges, as TAs have competing priorities

• Sharing and partnering with your teaching team will encourage cohesiveness

• Checking in with your TAs at frequent intervals will provide into any issues that may arise, for either them or the students
Best practices

• Inform your TAs concerning the best ways to reach you (e.g., office hours, email, phone)
• Ask about their schedule and any anticipated busy times
• Clearly lay out boundaries and limitations
  • Grading decisions
  • Assignment decisions
• Use benchmarking sessions to promote uniformity in grading
Some great resources

• See the Centre for Teaching Support and Innovation (CTSI) website on assessment for expert advice (videos) and examples of types of assessment:
  http://teaching.utoronto.ca/teaching-support/strategies/lct/assessment/
  • peer feedback
  • rubrics for various purposes (e.g., participation, presentations, different types of essays)

• Students want consistency of assessment, and good communication plus benchmarking and effective rubrics really help