

GTA Guidelines

Updated Spring 2023

1. GTAs are expected to work a total of 13 hours/week on average, including introductory physics exam grading.
2. GTAs can be asked to grade homework, enter the results into a spreadsheet, and upload the results to Canvas. It is the instructor's responsibility to give Canvas access to their TA and to provide instruction in its use if necessary. The instructor is expected to supply their own solutions to a TA in a legible hand and to provide a clear grading rubric.
3. GTAs can be asked to hold office hours not to exceed two hours/week. These office hours will supplement the instructor's office hours, not replace them.
4. GTAs can be asked to proctor one-hour and final exams. The instructor should be available by phone if a question arises that the TA cannot answer. First-year GTAs can be asked to grade one-hour exams but not final exams, which will be graded by other GTAs or faculty members, as appropriate.
5. The proctoring schedule for introductory physics exams should be released at least one week in advanced of the first scheduled exam.
6. GTAs assigned to upper-division undergraduate and graduate courses (i.e. 3000 level and above) cannot be required to grade or proctor exams for a course for which they are not TAing, with the exception of introductory physics final exams.
7. GTAs should be given at least four business days OR two business days and one weekend day to grade exams.
8. GTAs assigned to graduate courses cannot grade tests/exams for that graduate class. Exam grading is the responsibility of the faculty instructor.
9. GTAs or other graduate students may not be asked to replace the faculty instructor in the instructor's absence. If the class requires a replacement instructor, they will be approved or assigned by the School of Physics Chair.