

TEACHING CONTRACT – DEPARTMENT OF ANTHROPOLOGY

This teaching contract assumes that the Teachers and their teaching assistants or associates (thereafter, "TAs") hold an organizing meeting before the first lecture or section of their course. Before or at the meeting a draft course syllabus will be available, with information on planned lectures, readings, section activities and required home work, class work, and exams for the semester. Also, (not later than) at that meeting, TAs should receive a set of the required readings, as well as a copy of this contract. The purpose of this meeting is to spell out clearly the conditions of work, and the responsibilities of the TAs and Teachers.

The department requires its graduate students to gain teaching experience, this contract maps out some of the supervision and evaluation of that professional development. It spells out the responsibilities of the Teacher and the TA, to reduce confusion and to assure that course planning and the course can proceed smoothly. As needed for the course, responses may range from "not applicable" to detailed specifications of who is supposed to do what, when and where.

Teacher _____ and TA _____
Teaching _____ in _____ semester
held their pre-semester meeting on _____ and agreed on the following:

1. We will hold weekly staff and planning meetings. These meetings are scheduled for _____ (weekday) at _____ (time).

2. The TA's workload will average no more than _____ hours per week during the semester, as specified on the appointment form.

3. The TA will be available to students in the course for _____ scheduled office hours each week, scheduled for _____.

4. TAs will coordinate their work amongst each other as follows:

5. In addition, we have specified how the following aspects of the course will be handled:

A) Class visits by the Teacher to observe the TA's in-class teaching:

B) Foreseen and foreseeable absences of the Teacher (address potential compensation and evaluation of the replacement lecturer):

C) Foreseen and foreseeable absences of the TA (specify arrangements and how to assure quality):

D) TA's lectures in the course, if any (state also how evaluated):

E) TA's participation in lecture (practice teaching):

F) Exams will be available to the TAs at least one section meeting before the scheduled exam _____ (check):

G) Participation of the TA in the design of the exams:

H) Grading of the exams in the course:

I) Grading of homework assignments:

J) Grading of other work:

K) Other responsibilities or duties (such as showing films, or running review sessions):

L) A mid-semester meeting to assess the progress of the TA up to that point (specify the means) and to evaluate the Teacher-TA interaction will take place no later than _____. It will assess and evaluate the working relationship and adjust it, where necessary. It will provide feedback on teaching performance at a point in the semester when there is still time to remedy shortcomings and to improve the course.

M) End the Semester Evaluation of Student Teaching:

The Teacher will provide a written evaluation of the TA's performance by the beginning of the following semester. This evaluation will be based on and make reference to the Teachers visit(s) to the TA's section, the Ta's section evaluation, the TA's handling of substantive materials and obligations for the course.

Signed _____ and _____ Date _____
Teacher TA

*Note: TA contracts should be completed, signed and filed with the Graduate Secretary for the students file no later than the second week of the semester. If there are any problems, the Graduate Program Director should be contacted. The departmental grievance procedure applies to this contract.