

TA Allocation Guidelines School of Population and Public Health

The level of support for TAs that will be made available to SPPH faculty members is based on enrollment numbers, as outlined in Table 1.

Table 1
SPPH TA support based on class enrollment

Undergraduate level classes	
Class size	Maximum TA hours per week
<25	0
25 - 49	3-5
50 - 74	6-8
75 - 99	9-11
>100	12+

Graduate level classes	
Class size	Maximum TA hours per week
<15	0
15 - 29	3-5
30 - 44	6-8
45 - 59	9-11
>60	12+

Graduate level classes - Compressed Summer Format	
Class size	Maximum TA hours per week
<8	0
8-14	3-5
15-22	6-8
23-29	9-11
30-36	12-14
37-43	15-17

For each academic year, *initial* allocations will be determined based on enrollments from the previous academic year. Final enrollment numbers will be reviewed after the add/drop date for each term. If final enrollment differs significantly from the number used for the initial allocation, TA hours may be adjusted to reflect the increase or decrease. In the event that a course is cancelled or TA hours are reduced, SPPH will endeavor to find hours for affected TAs, where possible, on a case-by-case basis. In addition, the level of TA support may be reviewed and revised to ensure that [minimum requirements](#) for full funding for all newly admitted PhD students can be met.

Faculty members are responsible for ensuring that TAs can conduct work they are assigned within the total amount of time allocated for the course.

In the event that faculty members feel they require support that goes beyond the SPPH funding allocation, they are free to fund such activities from their own sources. Should faculty members wish to pursue this option, please advise Taryn Lowther, HR Coordinator, at taryn.lowther@ubc.ca as soon as possible to make such arrangements.

To ensure that TAs can conduct assigned work in the hours available, faculty members are advised to plan activities carefully and to consider the most effective ways to draw on TA time well before the class begins. It is expected that the faculty member and TA will develop a written agreement that outlines expected activities, together with the total amount of time to be allocated to each specific activity, using the attached SPPH Allocation of TA Hours Agreement. Both parties should sign and retain a copy of the agreement. The instructor is responsible for monitoring appropriate use of time as the class progresses.

The following are examples of reasonable roles and responsibilities that faculty members may wish to assign to SPPH teaching assistants:

- Attend classroom sessions, participate in small group exercises
- Stimulate student interest, enthusiasm, and encourage student engagement
- Reinforce learning (but not deliver/or repeat materials, e.g., for students who miss class)
- Emphasize relevant course content, provide examples to reinforce learning, direct students to additional resources
- Respond to student questions and counsel students as appropriate
- Ensure students have access to relevant course materials (e.g. upload and update course materials on Connect, return marked assignments, etc.)
- Mark projects, papers and final exams
- Maintain accurate and complete records of student marks, attendance, completion of other course requirements, etc.

For research methods courses, additional duties may include: conducting computer lab tutorials, providing additional tutoring to students outside of class time, etc.

SPPH Allocation of TA Hours Agreement

This agreement provides an opportunity for instructor and TA to negotiate and document expected TA duties at the outset of teaching a course. It provides a mechanism to review and agree on an appropriate amount of time to allocate to key TA duties, given total paid hours available.

Recognizing that courses can evolve over the length of a term, it is also intended to support ongoing discussion and monitoring of TA hours in relation to initial expectations, and to make necessary adjustments as the course proceeds.

Both the instructor and the TA should keep a copy of the completed and signed form for their own records. As the course progresses, use of time in relation to expectations should be reviewed and adjusted as necessary.

Instructor: Name _____ Signature _____ Date: _____

TA: Name _____ Signature _____ Date: _____

Course:

Term and Year:

Total TA hours allocated: hours per week x _____ weeks* = _____ hours

*TA contracts begin on the course start date or a week or two in advance. There are usually 13 weeks of class. There is sometimes an exam or final assignment that requires grading after classes end. A typical TA contract has 4 to 4.5 months of pay (16-18 weeks). A summer course is compressed to 6 weeks and TA contracts are typically 8 weeks.

Assigned duty (e.g., class preparation, attendance at lectures, responding to student questions, uploading course materials, etc.)	Hours allocated	Notes

Assigned duty (cont'd)	Hours allocated	Notes

Other issues discussed: