

February 2023

## Guidance Document on GTA Appointments in CPHHS

Graduate teaching assistants (GTA) significantly contribute to the teaching mission of our college and we are committed to supporting our students who serve in these roles. These guidelines serve as the college's general principles and practices regarding GTA appointments, which are updated periodically to address changes in university policies, instructional needs, and other factors. College guidelines ensure that GTA appointments align with Graduate Student Union (CGE) [University](#) collective bargaining agreement. These guidelines also help ensure equitable practices (e.g., same FTE for similar workload) and parity in the support faculty receive for instruction.

School heads provide leadership related to the management of GTA appointments and are responsible for adherence to the guidelines. Exceptions to the guidelines may be made the discretion of the school head. Such exceptions may occur, for example, in cases where additional support for a first time/ new Instructor and/or a special project related to a GTA assignment are needed. School heads and faculty members should consult with HR on GTA appointments as needed.

These guidelines are internal to CPHHS and not exhaustive of all requirements surrounding GTA appointments. Additional university-wide resources can be found on [Graduate Assistant Resources](#) webpage.

### **GTA Appointment Selection/ Determination:**

The following describes our general approach to [GTA appointments](#):

- CPHHS is committed to supporting students seeking terminal degrees with GTA assignments where possible. Priority may be given to such students in offering GTA assignments.
- School heads, who determine GTA appointments and allocations to each program, work in collaboration with program directors, to make GTA appointments for existing students based on criteria such as graduate student progress and performance. For new students, appointments will be made based on relevant qualifications and experience.
- We generally expect to support PhD or PhD-track students with a GTA appointment. This is contingent on whether the student is making satisfactory and timely academic progress, has performed well in their GTA assignment, and budget constraints or competing needs in programs.
- If faculty are available to teach a course, no GTA will be assigned to teach that course. This means that all faculty will have full teaching loads based on the faculty workload document (<https://health.oregonstate.edu/faculty-staff/college-resources> under "College governance documents") and faculty course buy-outs.
- No graduate students are guaranteed that they will be given a GTA appointment. An offer letter may include a specific offer of a GTA on matriculation.
- If a GTA appointment is declined, there is no guarantee that the graduate student will be offered a similar appointment in future.
- If a graduate applicant defers admittance, any GTA appointment offer made is not deferred (i.e., the offer is rescinded).
- All continuing graduate students receive communication in winter quarter providing an opportunity to apply for GTA assignments for summer quarter and the following academic year.
- As per OSU's commitment, in 2023-24 GTA appointments are made at .40-.49 FTE (add language about expectations for next academic year).

- GTAs will be given advance notice of subsequent appointment into a GTA role (see the current standards Graduate Student Union (CGE) [University](#) collective bargaining agreement).

### **GTA Work/ Course Assignments:**

The following describes our general approach to GTA assignments:

- Although GTAs most often have assignments within their degree programs, in some cases it may be necessary or desirable for GTAs to be given assignments in another program (i.e., to assist in or teach a class that is in a different discipline than the degree they are seeking).
- GTA effort will be filled with assignments following the guidelines below.
- GTAs will be assigned to courses based on experience, and expertise specific to the course. This is done in consultation with the PDs, faculty coordinators for multiple sections, the curriculum coordinator, manager of GTAs assignments and training, and the school head.

### **GTA FTE Calculation:**

Generally, assigned FTE for GTA support will follow the guidelines below.

<i>GTA assignment</i>	<i>Full-time equivalent (FTE) assigned</i>
In-person or Ecampus course instructor of record	.10 FTE per credit (e.g., .30 for 3-credit course, .40 for 4-credit course)
Laboratory or recitation assistant or instructor	.10 FTE per credit (e.g., 2 hours in the lab per week, 4 hours total per week)
Undergraduate course teaching assistant	Based on <u>recent</u> enrollment in the course, assignments will be targeted at: .20 FTE per course with 70-120 students <sup>a</sup> .40 FTE per course with 121-250 students <sup>a</sup> .60 FTE per course with 251-380 students <sup>b</sup> .80 FTE per course with 381+ students <sup>b</sup>
Graduate course teaching assistant	.20 FTE per course with 40-65 students <sup>a</sup> .40 FTE per course with 66-100 students <sup>a</sup>
PAC course instructor of record	.15 per course (per OSU Bacc core committee)
Assistant to internship coordinator	Whether a GTA is assigned and at what FTE will vary by faculty support, number of students, complexity of tasks, expected workload, and/or other factors.
Professional Development	0.01 FTE per quarter

\*These FTEs may<sup>a</sup> / will<sup>b</sup> be achieved through the assignment of multiple GTAs with lower FTEs, e.g. 2 GTA with 0.30 for a course with 260 students, or 2 GTA with 0.20 for a course with 130 students.

### **Minimum Enrollment:**

At this point in time, the college will continue to have the following minimum enrollment policy: 25 students for lower division, 15 for upper division, and 6 for graduate courses. All GTA assignments will be informed by recent enrollment patterns and may be adjusted to respond to changes in enrollment expectations. When courses are cancelled, GTAs will be reassigned based upon school needs and college resources. Reasonable effort will be taken to provide advance notice of assignment changes whenever possible.