

**FRIEDMAN SCHOOL OF NUTRITION SCIENCE AND POLICY
POLICY ON TEACHING ASSISTANTS (TAs)**

Teaching assistants are graduate students who are employed by the Friedman School to assist instructors in the preparation and delivery of course material and in the assessment of student performance.

A. Duties of TAs

Duties of TAs vary with courses and instructors. Duties assigned to TAs commonly include, but are not limited to, the below:

- Development of course material including lectures-class and out-of-class activities, assignments and exams.
- In class participation including attending class, providing lectures or review sessions, proctoring exams or review sessions, or leading discussions or other. Please note that a TA providing more than two three-hour lectures per semester violates Curriculum and Degree Committee policies and should be discussed in advance with the Academic Dean. This policy does not apply to students who are currently participating in the GIFT program.
- Student support, such as providing office hours or online support, review sessions, or offering ad hoc meetings in response to student requests.
- Assisting the instructor in provision of laboratory sessions or similar activities.
- Assisting the instructor with grading of written, oral or online assignments. Please note that TAs may not enter course grades in SIS.

B. Time Commitment

The below designations reflect the anticipated average number of hours of TA effort.

- TA: Average of 10 hours per week over 1 semester. This is the level of effort anticipated for most 3 semester-hour courses.
- 0.5 TA: Average of 10 hours per week over ½ semester, or 5 hours per week over 1 semester.
- 1.5 TA: Average of 15 hours per week over an entire semester.

C. Course Eligibility for TAs

To be eligible for TA support, a course must meet at one of the below criteria:

- Course enrollment
- New courses taught for the first time
- Weekly laboratory sessions or similar
- Special circumstances

C.1 Course Enrollment

The TA effort to be provided will be dictated by the number of enrolled students, which is described in the table below.

| Course Enrollment Criteria | |
|-----------------------------------|-----------|
| Number of Students | TA Effort |
| 20-29 | 1.0 |
| 30-39 | 1.5 |
| 40-49 | 2.0 |
| 50-59 | 2.5 |
| ≥ 60 | 3.0 |

Request for TA support made prior to the beginning of the course will be based on the average course enrollment for the past two years and/or the number of students pre-enrolled in the course. If a TA request is made after the course has commenced the sole criterion will be actual current enrollment.

C.2 Other Criteria

If course enrollment criteria are not met, instructors may request TA support based on the below criteria. In general, TA support awarded will be 0.5 TA to 1.0 TA.

C.2.1 New course being taught for the first time

Courses approved by the Friedman School Curriculum and Degrees Committee that are being offered for the first time at the Friedman School may be eligible for TA support. TA effort may be utilized for course planning in advance of the semester when the course as well as for course implementation.

C.2.2 Weekly Lab or Similar Activities

Courses with weekly laboratory sessions or other weekly sessions provided by a TA that are in addition to regular office hours may qualify for TA support. Instructors must provide details of specific duties and anticipated time commitment. Time required for laboratory or other weekly supervised sessions should be included in the semester-hours attached to the course.

C.2.3 Special Circumstances

Instructors who believe that the course represents truly exceptional circumstances that require TA support should provide details regarding these circumstances, including TA duties and anticipated time commitment. The request will be reviewed by the Friedman School academic leadership.

D. Prioritizing Current Students for TA Positions

Personnel other than current students who serve as TAs reduces the availability of TA opportunities for our current students. Appointing non-students to TA positions also introduces additional administrative burden. Instructors should select current students to serve as TAs

whenever possible. TA requests that are not for current students should be accompanied by a detailed justification for the selection and should indicate that no eligible current students were known to the instructor.

E. Process for Requesting TAs

Course instructors should complete the online Request for Teaching Assistants available at <https://nutrition.tufts.edu/form/request-teaching-assistant>.

Course instructors should submit TA requests at least four weeks prior to the beginning of the course. From the date of request, approval by the Academic Dean and processing by business office may take 3-4 weeks. TAs will not receive compensation prior to completion of processing.

Instructors will be notified by email with approval or denial of the TA request.

A new TA Request must be submitted annually for each occurrence of the course.

F. Courses Taught at Other Tufts Schools

The policies and procedures described above pertain to Friedman School courses. TA support for courses hosted by other Tufts schools will not be provided by the Friedman School. Each Tufts school has its own TA policy, and Friedman School faculty who agree to teach courses outside the Friedman School should be aware of and prepared to accept the policy of the host school.