

TEACHING ASSISTANT PROCESS

Hiring Process

1. Faculty & Associate Dean for Undergraduate/ Graduate Studies
 1. Determine need for TA.
 2. Advertise the TA position.
 3. Identifies potential TA hire and verify faculty recommendations/ good standing.
 4. Connects TA to Course Coordinator.
 5. Notifies Senior Admin Assistant to the Associate Deans & Senior Admin Assistant (OFE) of hiring decision.
2. Senior Admin Assistant to Associate Deans
 1. Verifies projected hours and pay with faculty and appropriate Associate Dean.
 2. Verifies with prospective TA whether they are working elsewhere on campus to make sure they do not go over the max 19.6 weekly hours.
 3. Verifies with prospective TA their citizenship status (additional paperwork may be required based on the answer given).
3. Senior Admin Assistant (OFE)
 1. OFE Admin contact student to fill out criminal background check and reaches out to OAA for letter of good standing.
 2. CBC will be sent over to HR once received back from the student.
 3. Once CBC is cleared, we will submit all paperwork along with intent to hire form to HR.
 4. Once all paperwork is cleared with HR OFE will reach out to student to officially welcome them as well as contact the faculty, appropriate Associate Dean and senior admin for Associate Deans.

After Hiring Process/ On-going

1. Senior Admin Assistant (OFE)
 1. Sends emails out to TAs for timesheets due on the 1st and 15th of each month.
 2. Sends Associate Dean's list of current TAs at the end of each semester to confirm continued appointments and terminations.
 3. Collaborates with Associate Deans for ongoing needs each semester.
2. Senior Admin Assistant to Associate Deans
 1. Ensures OAA generates requests for access to CANVAS and other needed programs.
 2. Forward time sheets to Associate Deans for approval and then return to OFE.

*All contracts will be for up to 49% max effort may work less hours. Contract will be stated as ongoing until termination.