

## CONDITIONS OF EMPLOYMENT FOR TEACHING ASSISTANTS AND INSTRUCTORS

### GENERAL CONDITIONS:

Deviation from the rules stipulated here may constitute a breach of contract and result in termination.

### **All Teaching Assistants/Instructors will:**

- Teach the class assigned by the Coordinator or Department Chair and follow the class schedule as specified in the syllabus
- Follow all guidelines and rules of the syllabus
- Attend all meetings called by the Coordinator or Department Chair
- Attend Orientation Week activities conducted every year before the beginning of fall semester
- Attend all practicum sessions
- Enroll in SPAN 541 Recent Research on the Teaching of Spanish or SPAN 549 Recent Research Methods for Teaching Spanish as a Heritage Language, during the first fall semester of employment at UNM, regardless of prior experience elsewhere
- Keep at least three office hours per week, to be posted on office doors and communicated to students. These office hours should be held ideally at different times and days (e.g., Mon. 8:30 – 9:30, Tues. 10:30 – 11:30, Fri. 1:30 – 2:30)
- Keep office hours as posted
- Discourage students from calling the main office except for emergencies
- If sick or otherwise unable to teach an assigned class, find a substitute in consultation with the Coordinator
- Arrange to pick up exams and other materials the previous working day if teaching evening, Saturday or 8:00am classes
- Follow any other rules or regulations set forth by the Coordinator, the Chair of the Department of Spanish and Portuguese, and the Departmental Graduate Advisor
- TAs must maintain a minimum of 9 credit hours of approved graduate courses for the entire duration of the term for which the assistantship is awarded, except for the semester that the student takes comprehensive exams, when 6 credit hours are required. **Any change of registration which a) causes the total number of hours to drop below this minimum, or b) has not been appropriately approved may result in an immediate revocation of the teaching assistantship.**

- If you have difficulties with a student, there are three steps to follow:
  1. You should try to resolve the situation first by speaking privately with the student.
  2. If this does not resolve the situation, you should meet with the student and the Coordinator.
  3. If the situation is still not resolved, then you, the student, and the Coordinator should meet with the Chair.

**A Teaching Assistant/Instructor may not:**

- Switch sections or cancel classes without prior approval from the Coordinator.
- Make changes in classroom or office assignments without consulting the Coordinator.
- Give a student waiting to get into their class permission to do so
- Sign yellow cards or send students who want to enter their class to see the Coordinator. (Students must go to the Registration Center to add a class IF it is open.)

## **UNM GRADUATE INSTRUCTOR CONTRACT**

### **General course administration**

- The **second** day of class, TAs/instructors will go over the class syllabus carefully to make sure that the students fully understand what is expected of them. They should make sure that students comprehend the departmental policies listed on the syllabus. This includes the necessity of taking a Placement Evaluation (for all students taking a beginning Spanish language course) and/or turning in an orange Verification Card to the instructor. The instructors are to collect an orange card from every student by the end of the second week.
- A TA/Instructor will keep a class record with all students' names, attendance, and results of class work, and at the end of the semester **must** turn them in to the Coordinator.
- A TA/Instructor will turn in to the main office three copies of their semester schedule which is to include class(es) being taught or taken, their location, office hours, e-mail, and home telephone number. This is to be handed in the **first** week of class.

- TAs/Instructors are to turn in the exact number of students they have per class to the Coordinator's office by the second week. The Administrative Assistants need these figures in order to prepare the exams.
- During the last week of class all TAs/Instructors are to have their students fill out Instructor Course Evaluation (ICES) forms. A student volunteer should collect these forms and take them to the departmental office, Room 235 Ortega Hall. When they become available, that is, after the evaluations are returned from the Computer Information Resources and Technology (CIRT), the Coordinator will check them and return them to the TAs/Instructors with the appropriate comments. The TA/Instructor will then discuss them with the Coordinator.

### **Examinations and Quizzes:**

- Hour exams (including the final exam) are to be given as close to the date specified on the exam schedule as possible; the TA/Instructor is to hand out each exam individually to the students. After the exams have been corrected and discussed in class, the TA must collect all exams. Students are not to keep any exams, since they are the property of the department (although they may keep quizzes). All exams must be administered as scheduled; thus no exam may be omitted under any circumstances.
- A TA/Instructor will grade all exams and quizzes promptly and follow the Coordinator's guidelines for grading.
- Final exams are to be handed in to the Coordinator and will be kept by the Department for one year after their administration. All extra copies are to be returned to the Coordinator's office.
- TA/Instructor will give quizzes periodically to ascertain students' progress in class. (The number of quizzes are already specified in the class schedule but a TA/Instructor may choose to have more, not fewer, quizzes if appropriate.)
- A TA/Instructor **may not** reveal to students the content of an exam. A TA/Instructor may inform students of the format of the exam.
- A TA/Instructor will give the Coordinator a copy of all quizzes, handouts or any other material handed out in class.

**Outside employment:**

Graduate students holding a teaching assistantship are allowed to work a maximum of 10 hours per week in employment outside the Department.

**Summer teaching:**

There are a limited number of teaching assistantships available for the Summer session. Priority will be given to those applicants who did not teach the previous summer. Assistants who begin their employment in the Spring term will be considered only if there are enough teaching positions available to accommodate all other applicants. Should there be more applicants than jobs available, the following criteria will be used in selecting Summer Teaching Assistants:

- Grade-point average
- Service to the Department
- ICES (student evaluation) results