

Teaching Assistant Job Duties

Department/Program: _____

Student: _____ **Instructor:** _____

Course Number/Title: _____

Semester/Year: _____

This list highlights some of the common responsibilities and duties for graduate Teaching Assistants (TAs). Discuss this checklist thoroughly with your assigned instructor. You and the instructor should agree on the expectations for your TA appointment prior to the start of the course. Be specific! Further discussion, follow-up, and feedback should take place throughout the semester.

Responsibility	Expected Frequency / Time Frame	Notes / Resources
Attend Class		
Take Class Notes		
Take Attendance		
Meet with Instructor and/or other TAs		
Prepare Teaching Materials		
Maintain Class Canvas Page		
Communicate with Students		
Read Class Materials		
Hold Office Hours		
Conduct Review Sessions		
Conduct Lab / Discussion Sessions		
Grade Homework		
Grade Essays/Papers		

Write Exam Questions		
Proctor Class Exams		
Proctor Make-up Exams		
Grade Exams		
Maintain Class Grades		
Post Grades to Canvas		
Compute Final Grade		

Other Responsibilities and Notes:

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Communication Preference (phone, email, in person, etc.):

Instructor	TA
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TA workload should not exceed an average of 20 hours per week. TAs are not responsible for assisting with the instructor’s personal research, errands, or personal tasks. They should not give primary course lectures more than 2-3 times during the semester. For the Handbook of Operating Procedures section on TA duties, see <https://www.policies.utexas.edu/policies/teaching-assistants>

Signature of Instructor

Signature of Teaching Assistant

Date

Date

Teaching Assistants should retain a copy of the signed duties-document and give copies to the instructor and the departmental Graduate Coordinator at the start of the semester. The departmental copy should be available to faculty and TAs upon request.