

Teaching Assignment Policy for Graduate Assistants (GA's)

University of Maryland School of Pharmacy

Effective: July 01, 2005

Revised: June 05, 2008

Purpose: The purpose of the policy is to establish a formal process to assign teaching responsibilities for the School of Pharmacy graduate assistants.

Scope: This policy applies to all GA's supported by the Office of Academic Affairs at the University of Maryland School of Pharmacy.

Policy: The Associate Dean of Research and Graduate Studies working with the Vice-Chairs of Education will determine the school teaching needs prior to the beginning of each school year. All GA's will participate in teaching assignments as designated by the Associate Dean for a *minimum of 15 hrs a week*. To screen for potential conflicts with other graduate student responsibilities, the Associate Dean will review teaching assignments with the graduate program directors for each department.

Procedures:

1. The Associate Dean of Research & Graduate Studies will determine Graduate Assistants allocations for each department in June and December prior to the start of the semester. Departments and faculty will be subsequently notified of the GA assignment in July and December.
2. The Department Vice-Chairs for Education will collect teaching requests from the faculty by the first week *in June for the fall semester and the first week in November for the spring semester*. The Vice Chairs will review and approve all teaching requests in coordination with the Associate Dean of Research & Graduate Studies.
3. Teaching assignments will be made by the Associate Dean of Research & Graduate Studies *not later than the first week of July for the Fall semester and the first week of December for the Spring semester*. The method of assigning GA's to specific teaching responsibilities will vary from year to year based on input from faculty, graduate directors and the Vice-Chairs for Education. When assigning GA's, priority will be given to meeting the educational needs of all required courses. After all teaching needs of required courses are met, elective courses teaching needs will be considered. Graduate Program Directors and Faculty Advisors are expected to review their GA's teaching assignments. Potential conflicts between a teaching assignment and other graduate school responsibilities should be addressed by the Graduate Program Director and Vice-Chair of Education as soon as they are identified.
4. GA will be expected to fulfill all teaching commitments. If a GA has been assigned to a teaching activity, s/he is responsible for the assignment. S/he is also responsible for contacting the faculty member coordinating the assignment before the semester starts. It is the GA's responsibility to seek a replacement with the assistance and approval of the Vice-Chair for Education or department designee if he/she is unable to fulfill the assignment. In an emergency, the GA will contact the faculty member coordinating

the activity directly. If the GA is unable to reach the faculty member, the GA should contact the Graduate Program Director or Course master.

5. At least 1 week prior to each scheduled event, the Course master or specific faculty coordinating the teaching activity are responsible for meeting with the GA(s) and explain the activities that GA are required to do. Each GA should also be given a copy of all pertinent supporting materials (e.g. handouts from lectures, assigned readings) for the courses that they are responsible for.