



## Graduate Student Teaching Assistant Guidelines

15 November  
2015

### 1. Purpose

It is in the mutual interest of the University and its faculty to be able to engage KAUST's Graduate Students in limited Teaching Assistant services in graduate courses. These guidelines outline the flexible arrangements to guide Teaching Assistantships at the University.

### 2. Scope

These Guidelines apply to all currently enrolled KAUST students.

The requirements of the Teaching Assistant appointment may not conflict or overlap with any required elements for the student's degree program or field of study or fill a permanent labor need.

The Teaching Assistant role at the University is considered a professional development honor that is not guaranteed to all students and requires the support of the student's Academic Advisor and Associate Dean of the relevant Academic Division.

A Teaching Assistant may not provide lectures and assign final grades and their commitment should not exceed 10 hours per week, and a student will not be allowed to complete more than one Teaching Assistantship in any given Semester.

### 3. Guidelines

#### 3.1 Position Requirements

By undertaking Teaching Assistant roles, Graduate Students obtain skills that will complement the students' formal knowledge acquisition and training in their degree programs.

The Teaching Assistant is more of an apprenticeship under a mentor (the instructor responsible for the course) than a job. As such, the remunerations are generally not precisely compensated in terms of hours at a fixed rate and may be determined flexibly with a maximum of USD2000 for one assistantship.

A Teaching Assistant should, as requested by the instructor:

1. Be available during lecture time to attend class as often as required for continuity, and in the case of remote video, to provide a local proxy presence for the faculty member.
  2. Have periodic discussions with the instructor on pedagogical strategy, to align with the instructor's objectives.
  3. Collect, grade, and hand back problem sets (homework), laboratories (including computer laboratories).
  4. Distribute, proctor, and collect in-class examinations.
-

5. Assist in the logistics of distributing hard and soft copies of pedagogical materials to students, as provided by the instructor, or as produced for the instructor, as in problem set sample solutions.
6. Assist (as requested) in the grading of midterms, finals, and projects (these ordinarily being the responsibility of the instructor).
7. Assist (as requested) in maintaining Blackboard or other course management system resources and distribution lists.
8. Hold regular office hours for student drop-ins, to discuss performance and interpret grades.
9. Observe student performance and alert the instructor to developing academic problems.

### 3.2 *Academic Requirements:*

Where a Graduate Student is undertaking a role as a Teaching Assistant, it is expected that the student:

- is in good academic standing
- has authorization from their primary advisor or designee, which confirms that the Teaching Assistant appointment does not conflict with the student's academic program or progress.

### 3.3 *Allowance Payment:*

#### Volunteer Opportunities

Volunteer opportunities (i.e., those Teaching Assistant appointments that do not provide a student allowance) are permitted. Volunteer opportunities are subject to the same requirements under these guidelines as paid Teaching Assistant appointments.

#### Funding

Teaching Assistant payments to Graduate Students will be charged to Divisional budgets via a Cost Center.

#### Working Hours

The total number of hours that a student may devote to a Teaching Assistant appointment shall not exceed ten (10) hours per week during the academic year (fall, spring, and summer semesters) , regardless of the number of courses in which the student is currently enrolled. Hours worked above the stated requirements will not be authorized for payment to the student. It is the responsibility of the Academic Advisor supervising the Teaching Assistant to ensure a record of the number of hours worked by each Teaching Assistant per week, as well as to ensure that the maximum number of hours per week is not surpassed.

#### Payment Requests

Upon completion of the Teaching Assistant appointment, the student may submit a request for payment in the Portal, which will be then sent to the relevant Business Manager. These payment requests will require supporting evidence of the approval of the Associate Dean and Academic Advisor.

## **4. Authority**

These Guidelines will be maintained by Graduate Affairs: *Graduate Affairs Operations* and may be amended from time-to-time under the approval of the Dean of Graduate Affairs.

---