

University Resources for Teaching

University Policy on Course Syllabi:

<http://policies.temple.edu/PDF/313.pdf>

Accessible Technology and Materials for the Classroom:

<https://accessibility.temple.edu>

Center for the Advancement of Teaching:

<https://teaching.temple.edu>

- Workshops
- Instructional Technology Support
- Teaching in Higher Education Certificate

Did you know?: Union History

Prior to the formation of our union in 2001, the workload and wages of TAs and RAs was unregulated. While some people were assigned to do a reasonable amount of work for a reasonable rate, others were working under far more exploitative conditions with no recourse. Without a union, there was no infrastructure for communicating across departments or colleges, so there was little opportunity to network with other graduate students.

Since our union's beginnings, each contract has sought to improve and ensure consistency in the working conditions of graduate students across the university. One important unfair practice remains, however: the tier system that hierarchizes our academic work based on discipline. TUGSA has long disputed a system that offers different pay to students in more or less "profitable" disciplines, and we will continue to do so in coming contract negotiations.

If you're concerned that your current teaching assignment in some way violates the rights that we've fought for, please contact us and share your experience.

Contact Us

union@tugsa.org

215-587-6786 (office)

Teaching Support and Resources

Your rights and responsibilities as a TA at Temple



So reads our Collective Bargaining Agreement (2018-2022):

ARTICLE 11 WORKLOAD AND VACANCIES

A. A maximum of 20 calculated clock hours of service per week is required of TAs for a full-time appointment. For fractional appointments, the maximum number of calculated clock hours required will be proportional to the appointment; for example, a TA or RA contracted for a half-time assistantship may only be required to work 10 calculated clock hours. Assignment of work is recognized by the Union as a Management Right in accordance with Article IV. The definition of calculated clock hours will be determined in accordance with the workload guidelines established by Temple.

Teaching Assistant Responsibilities and Workload

As a TA, your responsibilities vary widely. You may be assigned a position as a grader in which you not responsible for any instruction beyond grading or other supplementary instructional support; you may be assigned a course as a teaching assistant in which you lead a breakout session or lab independently; or you may be assigned a course in which you are the primary instructor. In each case, your workload should not exceed those stipulated by your contract. Please review the terms of your workload above and see more here:

<http://www.tugsa.org/contract/your-contract/>

Teaching at Temple

According to the terms of your contract, you are entitled to supplies and equipment necessary to perform your work. These include:

1. Office space and desk space
2. Laboratory facilities
3. Access to a telephone and computer equipment
4. All work-related photocopying and printing, with prior departmental approval
5. Voice mail

When you are assigned a course as a TA, you should be provided with **instructional materials** including textbooks and software. Your department should provide you with your course assignment and a standard syllabus within a reasonable amount of time prior to the start date of the semester. If this does not happen, you should contact your department administrators.



General Education

As a TA, you may be hired to teach courses offered by your department that fulfill undergraduate General Education (GenEd) requirements. You should be contacted by a member of senior faculty, often the instructor that originally designed the course, when you are assigned to teach a GenEd. This person should provide you with past syllabi, samples of assignments, and other instructional materials that you might need, in order to ensure consistency between sections.

While you are encouraged to modify syllabi according to your interests and preferences, note that all courses must meet a set of objectives determined by the department or the General Education program. You should be provided with this information in advance of teaching.

Syllabi Bank

Open Syllabus Project:
<http://opensyllabusproject.org>

Search for discipline specific syllabus archives, databanks, and resources made publically available on the internet.