

PSYCHOLOGY DEPARTMENT POLICY ON WORKLOAD FOR GRADUATE TEACHING ASSISTANTS

December 2011, Jorge Mendoza, Chair

The Department of Psychology typically appoints Graduate Teaching Assistants (GTA) during fall and spring semesters at 0.5 FTE, for which they are expected to work a total of 20 hours per week, typically, during the semester in direct support of instruction. It is recognized that because of the instructional cycle in an academic semester there may be weeks with increased demand (e.g., weeks setting up and administering laboratory class exams outside of the normal class hours, or proctoring tests in large classes during hours outside the normal class hours) and weeks with fewer demands. It is also recognized that assignments and responsibilities vary among courses, and that the faculty member with responsibility for any given class must exercise his or her judgment in organizing GTA schedules to provide best instruction for the semester, overall, within the limits of the guidelines below.

Regardless of differences among classes, there are overarching principles that relate to best teaching practices in Psychology classes in assignments of GTAs, and other requirements that must be met to deliver quality teaching, meet the need of the undergraduate students, and keep our program within federal guidelines on compensation for GTAs. To that end, all faculty and GTAs in the Department of Psychology recognize the following:

1. GTAs employed at 0.5 FTE are expected to work approximately 20 hours per week in support of instruction.
2. GTAs employed at 0.5 FTE must not be required to work in excess of 20 hours per week in instruction, in keeping with OU Human Resources guidelines.
3. GTAs shall not be used as personal assistants by faculty other than in support of instruction.
4. GTAs in the Department of Psychology typically perform a wide range of roles in support of the department's teaching mission, including direct teaching as the sole instructor in lecture courses or online courses (some of which are Gen Ed courses), assisting or teaching laboratory sections of PSY 1113, 2003, 2113 or 3114 (which are classes with a substantial number of writing activities or problem sets), and serving as assistants to research laboratories that train a large number of undergraduate students in research. A typical 20 hour work week for such GTAs will thus vary widely from one type of assignment to another. The rubric below classifies GTA assignments into types according to the time demands and expectations that accompany each:

A. Teaching Assistant for Gen-Ed and Introductory Survey Courses (e.g., PSY 1113, 2003, 2403) with substantial writing component and very large enrollments: 20 hours

Attend lecture	3
Office hours	3
Course project and quiz preparation	3
Updating course info on D2L, Twitter, etc.	2
Lab hours, grading, assisting students with homework	

B. Teaching Assistant for Lab Courses with a Substantial Writing Component, large enrollments, or assisting with a statistical training course at the graduate or undergraduate level (e.g., 2113, 3114, 5003): 20 hours

Attend lecture	3
Teach lab	2.5
Lab organization meeting	1
Assist instructor in prep for lab, lecture, demos	4
Create lab materials	1.5
Grade quizzes, tests, papers	5
Office hours, answer questions and provide computer programming assistance	3

C. Primary Instructor for Lecture Course: 20 hours (Enrollments of 25 to 60)

Lectures	3
Preparation for lectures	10
Create and grade tests, quizzes, papers, assignments	4
Office hours	3

Note: Depending on the level of experience, (which can reduce prep time), type of class, and enrollment, a student might have a secondary teaching assignment involving the support of another class or a lab.

D. Primary Instructor for Online Courses: 10-20 hours (Enrollments of 25 to 30)

Modification and adaptation of online Lectures	1-4
Interaction with online students—posting comments, etc.	3
Grading and giving students help with assignments	4-8
Administering tests, quizzes	2-3

Note: Depending on the level of experience, type of class, and enrollment a student might have a secondary teaching assignment involving the support of another class or a lab. Experienced students who have taught the class several times might be assigned two online classes.

E. Departmental Web Master and PSY 1113 Subject Pool Support: 20 hours (10 hrs each)

Substantial deviations from one of these patterns must be approved in writing by the Chair.