Responsibilities and Time Commitments for Graduate Teaching Assistants

Appointments in School of Art and Design Art Foundation and Studio Art Courses

The Master of Fine Arts (MFA) Program offers Graduate Teaching Assistantships (GTA) during each year of graduate study. The School of Art and Design makes every effort to conform to WSU Policies and Procedures, National Association of Schools of Art and Design standards and College Art Association guidelines in appointing, assigning, supervising and evaluating GTAs.

From the WSU Policies and Procedures Manual; Graduate Assistantship Policy:

The primary function of a graduate teaching assistant (GTA) is either to provide direct instruction or to assist instruction. Both functions require GTAs to have the latitude to make independent decisions, use judgment and exercise discretion when dealing with student matters. GTAs providing direct instruction have responsibility for specific courses, sections, or laboratories. They may be instructors of record for courses to which they are assigned. GTAs whose role is to assist instruction may help faculty members prepare lectures or course materials, supervise or coordinate recitations, problem solving sessions or laboratory sections. In either case, the main purpose and responsibility of GTAs is to impart knowledge or training to students at Wichita State University. ~ GTAs who provide direct instruction are expected to follow departmental teaching guidelines, lessons, plans, or syllabi. Responsibilities may include literature review; preparation of course lectures, laboratory/computer assignments, and/or course materials; monitoring of attendance; and preparing, administering and grading of daily assignments, examinations and clinical supervision. GTAs may be given the authority by their departments to assign final course grades. ~ GTAs whose function is to assist instruction may help faculty members prepare lectures, course materials, quizzes and tests, and supervise or coordinate recitations, problem solving sessions or laboratory sections. The student may monitor classroom examinations written by the instructor. If assigned to grade test papers, or other types of examinations, this must be included as part of the overall GTA assisting position and cannot be the only duty assigned.

On average, the School of Art and Design utilizes 16 GTAs in approximately 25 Art Foundation and Studio Art courses each semester. The GTAs are graduate students in the 60 credit hour Master of Fine Arts in Art (MFA) degree program in the media areas of ceramics, painting, printmaking and sculpture. The MFA program utilizes two responsibility/time (EFT) levels of GTA appointment during the typical six semester plan of study to insure adequate teaching training and faculty supervision, and to provide a range of teaching experience during graduate study. First semester GTAs are awarded a .25 EFT appointment with a one course assist instruction assignment and total maximum time expectation of 10 hours per week for the semester. Second semester GTAs are awarded a .50 EFT appointment with a two course assist instruction assignment and total maximum time expectation of 20 hours per week for the semester. The two courses consist of one primary and one secondary assist instruction assignment. Third through sixth semester GTAs are also awarded a .50 EFT appointment with a two course assignment and total maximum time expectation of 20 hours per week each semester. In most cases at this point in the plan of study and prior GTA assist instruction experience, the two course assignments consist of one primary direct instruction assignment and one secondary assist instruction assignment. Depending on overall instruction assignments in Art and Design, the appointment may also be one primary and one secondary assist instruction. In addition to course responsibilities, GTAs may also be assigned other instruction related responsibilities to complete the 10 or 20 hours per week assignment.

GTAs with assist assignments assist the assigned course supervising faculty/teacher of record. GTAs with direct assignments are considered teachers of record for the assigned course. With regular supervision and assistance as needed, they are responsible for all instructional aspects of the direct assignment, including appropriate determination and timely submission of grades. Supervising faculty are assigned to all course assignments. Supervising faculty for GTA direct assignments are full time faculty. Supervising faculty for GTA assist assignments are primarily full time faculty, but may also be qualified and responsible adjunct faculty. GTA teaching effectiveness is evaluated by supervising faculty through periodic review of course content, classroom visitation, review of course projects/student artwork and School of Art and Design Graduate Teaching Assistant Evaluation forms. GTAs with direct instruction assignments are required to utilize the University Student Perception of Teaching Effectiveness (SPTE) or Instructional Development and Effectiveness Assessment (IDEA) process. Information from this process is considered in evaluation of GTA teaching effectiveness.
Following is an approximate distribution of responsibilities and hours per week for both EFT levels of GTA appointment in the School of Art and Design.

**Appointment Level 1 (.25 EFT); One Course Assignment**

**GTA Semester 1**

Assignment: Assist Instruction

- Actual assist instruct contact time in the classroom/lab. 6 hrs per week
- Assist the supervising faculty as needed and appropriate with classroom/lab set up and dismantling, classroom/lab organization/maintenance, class/lab course work preparation, and evaluation and grading 4 hrs per week

Total 10 hrs per week

Maximum total time expectation 10 hours per week

In addition to course responsibilities, GTAs may also be assigned other instruction related responsibilities to complete the 10 hours per week assignment. However, to conform to WSU Policies and Procedures, any expectation beyond those that "impart knowledge or training to students" should be held to a minimum.

**Appointment Level 2 (.50 EFT); Two Course Assignments**

**GTA Semester 2**

Primary Assignment: Assist Instruction

- Actual assist instruct contact time in the classroom/lab. 6 hrs per week
- Assist the supervising faculty as needed and appropriate with classroom/lab set up and dismantling, classroom/lab organization/maintenance, class/lab course work preparation, and evaluation and grading 4 hrs per week

Total 10 hrs per week

Maximum total time expectation 20 hours per week

Secondary Assignment: Assist Instruction

- Actual assist instruct contact time in the classroom/lab. 3-6 hrs per week
- Assist the supervising faculty as needed and appropriate with classroom/lab set up and dismantling, classroom/lab organization/maintenance, class/lab course work preparation, and evaluation and grading 2-4 hrs per week

Total 7 hrs per week

Maximum total time expectation 20 hours per week

In addition to course responsibilities, GTAs may also be assigned other instruction related responsibilities to complete the 20 hours per week assignment. However, to conform to WSU Policies and Procedures, any expectation beyond those that "impart knowledge or training to students" should be held to a minimum.

**Appointment Level 2 (.50 EFT); Two Course Assignments**

**GTA Semesters 3, 4, 5 & 6**

Primary Assignment: Direct Instruction

- Actual direct instruct contact time in the classroom/lab. 6 hrs per week
- Classroom/lab set-up and dismantling. Preparation of facility for instruction and making it ready for other classes. 1 hr per week
- Classroom/lab organization/maintenance. 1 hr per week
- Class/lab course work preparation. Read and review textbook/reference materials. Prepare lectures, presentation software, quizzes, exams, homework project instructions and demonstrations. 2 hrs per week
- Evaluation and grading per week. 2 hrs per week
- Office hours and out-of-class time with students per week. 1 hr per week

Total 13 hrs per week

Secondary Assignment: Assist Instruction

- Actual assist instruct contact time in the classroom/lab. 3-6 hrs per week
- Assist the supervising faculty as needed and appropriate with classroom/lab set up and dismantling, classroom/lab organization/maintenance, class/lab course work preparation, and evaluation and grading 2-4 hrs per week

Total 7 hrs per week

Maximum total time expectation 20 hours per week
The School of Art and Design recognizes the considerable level of responsibility required and expected of GTAs with primary: direct instruction assignments. It is important that ample time for effective instructional practice for the direct instruction course assignment be allotted GTAs with this responsibility. Hence, the approximate distribution of responsibilities and hours per week for the secondary: assist instruction assignment is flexible. The supervising faculty for the assist instruction assignment should be sensitive to the responsibilities required and expected for the direct instruction assignment.

In addition to course responsibilities, GTAs may also be assigned other instruction related responsibilities to complete the 20 hours per week assignment. However, to conform to WSU Policies and Procedures, any expectation beyond those that “impart knowledge or training to students” should be held to a minimum. This is particularly the case for primary: direct and secondary: assist GTA assignments.

Note for GTA Semesters 3, 4, 5 & 6: In most cases at this point in the plan of study and prior GTA assist instruction experience, the two course assignments will consist of one primary direct instruction assignment and one secondary assist instruction assignment. Depending on overall instruction assignments in Art and Design, the appointment may also be one primary and one secondary assist instruction as described above for GTA Semester 2.

The number, appointment level and course assignment procedure of GTA appointments is subject to change by action of Kansas legislative appropriation and allocation of state funding, the Kansas Board of Regents, Wichita State University and the School of Art and Design.

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