UGA Policy for Teaching Assistants

The goal of UGA's TA Policy is to ensure that students serving in instructional roles are sufficiently prepared for and supported in their work. This policy is designed to be consistent with USG and Board of Regents guidelines, and to work in tandem with Faculty Affairs' Instructor of Record policy. Broadly speaking, these policies require that all graduate students with instructional roles receive support and training prior to and/or concurrent with engaging students in an instructional capacity.

TA POLICY DEFINITIONS

TASHIP

The Graduate School defines *graduate teaching assistants* (GTAs) as students enrolled in the Graduate School who are assigned instructional duties in a course, regardless of the student's specific instructional responsibilities in that academic course. In this policy, any assistantship with instructional duties is referred to as a TAship, and may include teaching assistantships, laboratory assistantships, and other graduate assistantships with defined teaching duties (e.g., guest lecturing, grading, and proctoring). Graduate students are not eligible to grade graduate student work in either graduate course sections or split-level courses. In split-level courses, graduate students are permitted to grade undergraduate student work.

LIMITED DUTY TASHIP

Limited Duty TAships must also include all of the following features:
- The TA has responsibilities for only one course; AND
- The TA has only one TAship supervisor; AND
- The TA is provided with continuous mentorship by a faculty member, including one-on-one check-ins throughout the semester.
- Examples of Limited Duty TAships are TAships with any of the following features:
  - The TA's primary role includes grading, proctoring, and/or holding office hours, but the TA does not engage in independent instruction at the front of the class; OR
  - The TA is paired with a more senior TA with instructional experience for all in-class or in-laboratory instructional activities; OR
  - The TA is assigned to TA a language course in the TA's native language.

INSTRUCTOR OF RECORD (IoR)

An Instructor of Record is defined as the person who is "responsible for delivering the academic content of the course, including conducting the day-to-day classroom/instructional activities and/or the assignment of grades." Note that if a TAship meets this definition of an IoR, then all rules pertaining to IoRs apply. However, TAships where students independently facilitate a lab or discussion section are not considered IoR appointments if they do not independently determine content and/or activities for the course, design assessments, or submit final grades.

TAship Requirements

In order to hold a TAship at UGA a student must do each of the following, prior to or concurrent with the start of their first TAship:

      1.Complete the CTL's TA Orientation training modules; AND

      2. Successfully complete GRSC 7770 (Intro to College Teaching) or an approved departmental equivalent.

International students, following country-specific requirements as determined by the Graduate School, must also:

Demonstrate English language proficiency.

CTL TA Orientation

All TAs must complete the CTL's TA Orientation training modules prior to or concurrent with the start of their first TAship at UGA. Departmental orientations are not recognized equivalents for CTL TA Orientation. Visit https://ctl.uga.edu/grad-student/ta-policy/ for upcoming dates and more information.

All TAs must take part in the CTL's TA Orientation <u>prior to or concurrent with the start of their first TAship</u> at UGA. Departmental orientations are not recognized equivalents for CTL TA Orientation. Visit https://ctl.uga.edu/grad-student/ta-policy/ for upcoming dates and more information. Please provide your TAO quiz score to cs-grad-coordinator@uga.edu as a PDF.

GRSC 7770

All TAs must complete GRSC 7770 prior to or concurrent with their first UGA TAship.

Students may be exempt from the GRSC 7770 requirement if they have sufficient prior teaching experience or experience with a sufficiently similar course at another institution. The Director of the CTL (or their designate) is responsible for determining whether a student is eligible for exemption from GRSC 7770. To request exemption from GRSC 7770, the student's graduate coordinator must submit a waiver request.

The CTL maintains a list of GRSC 7770 departmental equivalents for the purpose of TA Policy fulfillment.

Effective Fall 2024, students who place at Level 3 (see the *Guide to Demonstrating English Language Proficiency*) and are required to complete LLED 7769 to fulfill their demonstration of English language proficiency may hold a limited-duty TAship while they are completing LLED 7769 during the **first** semester of their TAship. As an approved equivalent for GRSC 7770, successful completion of LLED 7769 may be substituted for GRSC 7770 for the purposes of fulfilling TA Policy requirements.

Students who receive an incomplete (I) in: GRSC 7770 (or an approved equivalent) may hold a TAship for up to one semester, providing them with sufficient time to complete the course. Students retaining an incomplete in GRSC 7770 (or an approved equivalent) after one semester may only hold Limited Duty TAships until they have successfully completed the course.

LLED 7769 (an approved equivalent of GRSC 7770) may continue their **limited** duty TAship for up to one semester. Students retaining an incomplete in LLED 7769 after one semester may not hold a TA ship until they have successfully completed the course.

The graduate coordinator, or person responsible for assigning the TA to a course, is responsible for monitoring whether the student has adhered to this.

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Students who complete GRSC 7770 (or an approved equivalent) with a failing grade are not eligible to hold a regular TAship until they successfully complete the course. They may hold a limited duty TAship while they retake the course for the first time. If they again receive a failing grade, they are not eligible to hold a TAship of any kind until they successfully complete GRSC 7770 or an approved equivalent. The graduate coordinator, or person responsible for assigning a TA to a course, is responsible for monitoring whether the student has adhered to this.

ENGLISH LANGUAGE PROFICIENCY

All international students must demonstrate sufficient English language proficiency to hold a TAship. Please refer to country-specific requirements, as determined by the Graduate School for more details. Students who are from a recognized English-speaking country or who have completed a four-year undergraduate degree from an accredited institution in a recognized English-speaking country no more than four years prior to the start of their degree at UGA are exempt from this requirement.

The Office of Instruction is responsible for establishing and maintaining processes through which English language proficiency may be demonstrated. The expectation is that recognized English language proficiency scores may be used, but other methods may also be developed. In addition, it is expected that opportunities for development will be provided for graduate students who do not meet English language proficiency thresholds for TAships upon entry to UGA.

More information about the English Language Proficiency policy may be found in the companion document, *Guide to Demonstrating English Language Proficiency*, which can be found on the CTL's website.

Center for Teaching and Learning
UNIVERSITY OF GEORGIA
1785

Demonstrating English Language Proficiency

This guide functions as a companion to the "UGA Policy for Teaching Assistants" guide. It is intended to be used by international graduate students, graduate coordinators, and other administrators to determine the steps needed to demonstrate English language proficiency and ensure compliance with the TA and Instructor of Record policies. This guide includes revisions that are effective Fall 2024 to streamline this policy, while also maintaining instructional excellence for all stakeholders: TAs, academic units, and undergraduate students. Where there is a discrepancy between this document and the policy document, you should defer to the policy document. For more information about TA Policy at UGA, see https://ctl.uga.edu/grad-student/ta-policy/.

Note: If you are an international student (1) from a recognized English-speaking country (as determined by the Graduate School), or (2) who has completed a four-year undergraduate degree at an accredited institution in a recognized English-speaking country no more than four years prior to beginning your degree at UGA, then you do not need to demonstrate English language proficiency. Instead, you need only complete the TA Orientation training and GRSC 7770 requirements to comply with the TA policy.

Recognized English-speaking countries are defined as those for which the Graduate School does not require a language test score (e.g., TOEFL or IELTS) as part of the application and admissions process.

STEP 1: DETERMINE YOUR PLACEMENT LEVEL

You should use your latest language test score – most likely used for admission to UGA – to determine your placement level. You only need one score from one test, but you have two test options (TOEFL and IELTS). If you do not have a TOEFL or IELTS score, you will need to take UGA's International TA Test of English Proficiency (ITA-TEP). Once you have determined your placement level, proceed to Step 2 below to determine your specific language proficiency requirements in accordance with TA Policy. Follow this link for more information about UGA's ITA-TEP placement tests.

Test Score			UGA Placement Level
TOEFL speaking sub-score	**IELTS speaking band score**	**Duolingo English Test overall score[1]**	
26 or higher	8.0 or higher	135 or higher	4
23-25	7.0-7.5	115-130	3
22 or below	6.5 or below	110 or below	< 3

[1] Beginning in the Fall 2024 admissions cycle, the Duolingo English Test will no longer be accepted. Regardless of the date of a student's admission to the Graduate School, Duolingo English Test scores dated after July 1, 2024 will NOT be accepted as evidence of English language proficiency, with regard to TA Policy. Please see GRSC admission requirements for more details.

STEP 2: IDENTIFY YOUR LANGUAGE PROFICIENCY REQUIREMENTS

Once you have determined your placement level (see above), use this chart to determine your next steps. Note that to serve as an Instructor of Record (IoR) you must complete all steps required to serve as TA, *plus the* additional criteria for serving as an IoR. To hold a TAship you must complete the requirements explained below *and* you must have completed the CTL's TA Orientation training modules. *Graduate Coordinators and Department Administrators: the types of instructional roles that a TA can hold during and after required coursework have been revised to allow more flexibility; the score benchmarks for UGA placement levels remain unchanged.*

UGA Placement Level	Mandatory Course Enrollment	What type of instructional roles can students hold WHILE enrolled in required course(s)?	Retesting Requirement after completion of course(s) [2]	What types of instructional roles can students hold AFTER completing all required course work?
4	GRSC 7770 or approved departmental equivalent	Any instructional role. Instructors of Record must also satisfy Instructor of Record policy.	Not required	Any instructional role. Instructors of Record must also satisfy Instructor of Record policy.
3	LLED 7769 [3]	Limited duty TAship (e.g. proctor, paired laboratory teaching, graders).	Not required for a TA position; required for IoR position.	Any instructional role except Instructor of Record. Follow this link for more information about becoming an IoR. Graduate students must achieve Level 4 in order to serve as an IoR. Successful completion of LLED 7769+Level 3 is sufficient to hold a regular TAship.
< 3	LLED 7768 & LLED 7769 (consecutively)	No instructional roles permitted.	Required for either a TA or IoR position.	Students may not hold any TAship until they have successfully completed LLED 7769 *and* achieved placement into Level 3 or 4 (through TOEFL, IELTS, and/or ITA-TEP). Level 3 students may hold any TAship; Level 4 students may also serve as an IoR.

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[2] As of Fall 2020, the final test administered in LLED 7769 serves as a student's retest, and is used to determine eligibility for TA or IOR roles.

[3] LLED 7769 serves as a GRSC 7770 equivalent. Check with your home department to see if they require you to complete their departmental GRSC 7770 or an approved equivalent in addition to the LLED 7769 requirement.

See FAQ's: guide-to-demonstrating-elp-february-2024.pdf (uga.edu)