

Undergraduate Teaching Assistant Policy

Working with an Undergraduate Teaching Assistant (UTA) can be a rewarding experience for faculty and students alike. Faculty members should be aware of the University guidelines governing the limits of the UTA's responsibilities. UTAs may offer review sessions, guide discussions, or provide other kinds of support to students and faculty members. Under no circumstances are UTAs permitted to evaluate student learning for a grade.

UTAs fall under the heading of Student Employment at Iowa Wesleyan University, and as such their employment is centrally managed through the Human Resources Department. The HR Department will ensure that students are paid in accordance with federal and state laws.

Faculty Procedure for Requesting a UTA

All requests for Undergraduate Teaching Assistants must be approved through the Provost's Office.

A faculty member requesting a UTA must submit a Job Description and Expectations Document to the Provost's Office for review and approval.

If approved, the position must be posted on the University web site for a minimum of one week.

Selection Criteria for a UTA

To be approved for a UTA appointment, a student must meet the following qualifications:

- Minimum GPA 2.75 must be maintained
- Grade of A or B in the class or Instructor Recommendation

Faculty Selection of UTA

Selection of the UTA is made by the class instructor, after reviewing all applications received.

Recording hours and payment

UTAs will receive \$10 an hour for no more than ten hours per week, up to a maximum of \$500 for the semester (fifty hours total).

UTAs must complete a student worker timesheet to record their hours for each month.

The instructor will initial next to the days the UTA goes to the face-to-face class.

A Student Success Center employee will initial next to the days the UTA goes to the Student Success Center.

On the last Friday of each month, each UTA must drop off their time sheet with Patty Carson in the PEO Office. Patty will keep track of overall hours on a spreadsheet.

The Provost will sign the time sheets and then Patty will send them up to HR as one large file by the HR deadline for each month's student worker payroll.

If the UTA does not have initials on their time sheet or turns in their time sheet late, their payment will be delayed.

Continuation of Employment

UTA appointments are made for one semester at a time but may be extended by the faculty member for a second semester within the same academic year.

UTA's must reapply for the same or a new UTA appointment in a subsequent academic year.

If a UTA's GPA falls below the required 2.75 minimum, they will not be eligible to continue in the position for the following semester.

Faculty members may, in their sole discretion, terminate a UTA's appointment for disciplinary or performance reasons.