

**Contract type indicated in bold:**

Teaching Recitation  
**Writing Recitation**  
Grader  
Visual Resources Library Assistant  
Gallery Assistant  
Research Assistant

**University of Pittsburgh  
Department of the History of Art and Architecture**

**TA/TF Contract for Writing Recitations**

**Term/Year** \_\_\_\_\_

**Instructor** \_\_\_\_\_

**Course** \_\_\_\_\_

**Enrollment** \_\_\_\_\_

The Department of the History of Art and Architecture has determined that writing recitation TA/TFs have 120 hours (per 44 students) and 97.5 hours (per 30 students) available each term for grading\* and related duties.\*\*

The recommended grading assignment for writing recitations includes three four-page assignments with rewrites or four three-page assignments with rewrites (90 hours per 44 students; 67.5 hours per 30 students), both calculations fulfilling the University requirement of 24 pages of writing for the term. The TA's/TF's remaining 30 hours is to be constituted from the development, administration, and grading of shorter in-class exercises.

These recommendations are based on the following estimates: 30 minutes as the amount of time required to grade a three-page paper as part of a writing practicum exercise (22 papers=11 hours/15 papers=7.5 hours); for rewrites of the same, approximately 5.5 hours per 22 papers/3.75 hours per 15 papers in addition.

**The TA/TF Contract Committee will hold a meeting with all TAs/TFs during the third week of each term to review any questions or issues regarding contracts and their implementation. Additional TA/TF meetings with the Contract Committee will take place as needed.**

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\* University regulations stipulate 300 hours total per term as the maximum number of work hours required of TAs/TFs. The Contract Committee established that attendance at lecture, recitation, office hours, meetings with course supervisor, doing assigned readings, and preparation takes 180 hours per term for writing recitation TAs/TFs.

\*\* As established under an earlier TA/TF Contract with the Department of the History of Art and Architecture, TAs/TFs are not expected to pull slides or load them into carousels for the purposes of the course instructor's lectures. Contract revisions of spring 2000 established that TA/TF responsibilities for Web site maintenance or any other digitizing or computer work are restricted to research and visual resource library TA/TF positions and may not be required of any other TAs/TFs. **Writing TAs/TFs are to do grading ONLY for that course which they are conducting.**

**Writing Recitation**

**TA/TF Grading Assignments for the Term:**

**Instructor is to supply TA/TF with a syllabus at the beginning of the term with dates clearly indicated for all exams, quizzes, and papers.**

**Grading**      22 3–page papers with rewrites=  
16.5 hours/15 3–page papers with  
rewrites=9.75 hours      **Hours**  
(calculated according to  
the number of students)

# \_\_\_\_\_ papers (stipulate length of each if of different lengths)

paper 1 \_\_\_\_\_ .....

paper 2 \_\_\_\_\_ .....

paper 3 \_\_\_\_\_ .....

paper 4 \_\_\_\_\_ .....

# \_\_\_\_\_ quizzes .....

Other obligations with calculated hours (any request of TA/TF to lecture to the entire class, with date and subject matter indicated; or any other responsibilities not stipulated in the standard writing recitation contract):

\_\_\_\_\_ .....

\_\_\_\_\_ .....

\_\_\_\_\_ .....

**TOTAL HOURS** \_\_\_\_\_  
(Not to exceed 120 hours per 44 students/  
97.5 hours per 30 students for writing  
recitation TA/TFs; all additional assignments  
are the responsibility of the instructor.)

**Signatures**

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

TA/TF: \_\_\_\_\_ Date: \_\_\_\_\_

**Contracts are to be completed, signed, and returned to the chair by the end of the first week of class each term. Originals will be filed in the department office and Xerox copies made and returned to supervisors and TA/TFs for their files.**

**Please see attached list of supervisor and TA/TF responsibilities. Any contract questions are to be taken up with the chair and, if necessary, referred to the TA/TF Contract Committee for review.**

Contract revised by TA/TF Contract Committee, March 2000.

