

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

Pitt TA/TF Contract for Courses with Graders

Term/Year _____

Instructor _____

Course _____

Enrollment _____

Position Description:

Graders are responsible for evaluating course assignments according to established criteria (rubrics) that are made available to students and applied equitably. Grader positions allow graduate students to develop more in-depth knowledge of course content and learn how to grade fairly and effectively, balancing the need to provide useful feedback to students with the demand to return work in a timely manner while receiving mentoring and instruction on effective grading from the course instructor.

Policies and Contract Terms:

University regulations stipulate 300 hours (20 hours per week) total per term as the maximum number of work hours required of TAs/TFs/GSAs. The Department of History of Art and Architecture has determined that grading TAs/TFs have 250 hours available each term for grading, attending lectures, and related duties (see page 2 for a breakdown of these duties).

All Grader TAs/TFs are assigned to a specific lecture course; they are to do grading ONLY for that course to which they have been assigned. TA/TF/GSA responsibilities for any digitizing or computer work should be related to the evaluation of course content. Training for such duties should be calculated in the maximum number of work hours stated above.

The recommended assignments for graders include one final and two midterms, or the equivalent (i.e., quizzes or a short, two- to three-page paper in place of a midterm).

These recommendations are based on the following estimates: 20 minutes as the amount of time needed to grade an average essay midterm/final or two- to three-page paper. Therefore, graders should spend no more than one hour per student for grading over the course of the semester.

TA/TF Grading Assignments for the Term:

Duties of the Course Instructor:

Instructor is to provide the grader with a syllabus at the beginning of the term with dates clearly indicated for all exams, quizzes, and papers. Instructor should also provide assessment rubrics for all graded work and mentor TAs/TFs on grading. The instructor should calculate grading time with the TA/TF at the beginning of the term. Grading beyond the maximum of 100 hours over the course of the semester is the responsibility of the instructor. Grade disputes between TA/TF and student should be handled in consultation with the instructor. Instructors must provide their TA/TFs with a written evaluation of their performance at the end of the semester and after the last class session.

Duties of the TA/TF:

A grader's term work hours are to be broken down as follows: 100 hours grading per 100 students (or one hour per student over the course of the semester); 45 hours synchronous and asynchronous engagement (three hours each week for 15 weeks); 15 hours student check-in time (one hour each week for 15 weeks); 90 hours for meetings with course supervisor, doing assigned readings, moderating discussion boards and related duties (six hours each week for 15 weeks). The remaining hours out of the 300 for the term constitute release time and will not be configured in the grader work assignment.

Grading Estimates: Instructors and TA/TFs must complete this section at the beginning of the semester to estimate the total number of hours that will be spent in grading.

Grading Tasks	Hours
#_____midterms	_____
or #_____quizzes	_____
or #_____papers (stipulate length:_____)	_____
#_____final exams	_____

If including other obligations not already listed above, instructor must reduce grading hours accordingly:

_____	_____
_____	_____
_____	_____

TOTAL HOURS: _____

(not to exceed 100 hours over the course of the semester; all additional grading hours are the responsibility of the instructor.)

Midterm check-in: Please specify a date after classes are underway when you will meet to revisit this contract and confer on any adjustments that may need to be made regarding assignments, allotment of hours, or any other relevant aspects of your work together this term. Date: _____.

Signatures:

Instructor: _____ Date: _____

TA/TF: _____ Date: _____

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

Any contract questions are to be taken up with the Director of Graduate Studies and, if necessary, the Department Chair.