

CIAS Guideline – Graduate Students in Teaching Roles

Section 1 – Policy Scope

This guideline is in compliance with RIT Human Resources policy on graduate students in teaching roles.

Section 2 – Policy Statement

1. Graduate students should not be hired as "adjunct faculty" within their own School; they should be able to be hired as adjunct faculty in another RIT College or in another CIAS School. Ideally, graduate students hired as adjunct faculty should hold a terminal degree in the discipline within which they are teaching.
2. If a graduate student is needed for "teaching" or "tutoring" within their degree program, the student should be hired as a Graduate Teaching Assistant (GTA) under the supervision of a full-time faculty member and be paid an appropriate stipend. Supervision of a full-time faculty involves oversight of the development of class content, assignments and grading. The responsibilities of a Graduate Teaching Assistant are to (http://www.rit.edu/fa/controller/graduate/job_duties.html):
 - Set up and lead a studio or laboratory
 - Lead a discussion section
 - Post materials in *myCourses* and respond to students' questions posed verbally and electronically
 - Assist in grading student work
 - Tutor students
 - Hold regular office hours
 - Assist with the administration of a course
 - Conduct 4 hours per week of classroom instruction
2. It is always the responsibility of the department hiring a graduate student to ensure that the student has the qualifications to do the work expected. Faculty should include information in course outlines and syllabi that a specific course or lecture may be taught by a Graduate Teaching Assistant.
3. Graduate Teaching Assistants can also be hired as an Adjunct faculty member per item #1. In these cases their Adjunct faculty work is over and above their GTA duties. Thus, the student will be paid as a GTA and an Adjunct faculty. In all cases, whether GTA or Adjunct, graduate students should NOT teach other graduate students.
<http://www.rit.edu/fa/controller/sites/rit.edu/fa.controller/files/files/docs/graduatefaq.pdf>

Responsible Office: CIAS Dean's Office

Effective Date: April 2014

Guideline History: