

# Department of Arts Administration, Education and Policy

## Graduate Teaching Associate Handbook

This document serves as an employment information and resource guide to Graduate Teaching Associates (GTAs) employed by the Department of Arts Administration, Education and Policy (AAEP) at The Ohio State University. Both the GTA and Department should also be familiar with the Graduate School's policies regarding GTAs in the *Graduate School Handbook* Section IX (see [www.gradsch.osu.edu](http://www.gradsch.osu.edu)).

Please refer to the AAEP *Graduate Program Handbook* <https://aaep.osu.edu/graduate-teaching-associateships> and *Graduate School Handbook* for academic requirements and resources of the MA and PhD programs and the university.

For questions and updates, please contact:

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## Offer and Hiring Process

The most common form of financial assistance for our graduate students is a Graduate Teaching Associate (GTA) appointment within the department. These GTA appointments are highly sought after and competed for.

Applications for GTA appointments cannot be considered before admission to the graduate program. Applications can be obtained on the department's website.

In general, the department considers two issues when making GTA appointments: 1) academic promise as a student, which is judged on the basis of the admissions application materials, and 2) appropriate professional background and skills required by a particular assignment, whether research, teaching or service. For example, the teaching of art to elementary school teachers requires experience as a practicing art teacher and teaching undergraduate classes requires a good command of the English language.

GTA fee authorizations cover all Instructional Fees, General Fees, and the Learning Technology Fee. The University provides an 85% subsidy for health insurance. All other university fees including the remaining 15% cost for health insurance are deducted from the monthly stipend. Appointments are made on either a semester or a yearly (2 semester) basis. Summer term appointments are occasionally available and are arranged separately.

Notification of funding offers will be made through email from the Department of Arts Administration, Education and Policy for GTA positions once funding availability and department needs have been decided.

Following the email notification, the department's HR/Fiscal Manager will email GTAs the GTA Appointment Document with assigned duties. These emails are managed through an application called DocuSign. This application allows for the student to provide a digital signature when accepting or declining the appointment and to email the digitally signed form back to the department.

The deadline to accept the GTA offer is April 15<sup>th</sup>. After the signed GTA Appointment Document is returned, the GTA will be contacted by the Course Supervisor approximately one month before the semester begins with information about preparing for teaching the course.

Additionally, the new GTA will receive DocuSign forms from the Arts & Sciences Business Services Center staff. These forms include, but are not limited to the following:

- Employment Verification I-9 Form
- Tax (W4) form
- Request for Optional Exemption Form (opt-out of retirement deductions)

- SSA-1945 form (notice that OSU employees do not receive Social Security)
- Ohio Ethics Law Confirmation

**NOTE:** Please check your “Spam” or “Junk” folder for E-mails from the DocuSign application.

The Arts & Sciences Business Services Center will also send you information about obtaining an OSU BuckID and other employee orientation material.

**Spoken English Requirement.** GTAs whose native language is not English must pass the Oral Proficiency Assessment (OPA) before teaching at Ohio State. Those who scored 28 or above on the speaking portion of the TOEFL are exempt from this exam. Students should schedule this examination as soon as possible after arriving on campus by contacting the Spoken English Program at (614) 292-5005. For more information visit <http://esl.ehe.osu.edu>.

## Timeline for Offer, Hiring, and Assignment of Duties

This is an approximate timeline.

Calendar	Person	Action
Early January	Department	Send GTA reappointment forms to current GTAs.
January 31	Student	Deadline for current GTAs to return reappointment form.
February	Department	Assess budget and teaching needs for the next academic year.
March	Department	Email funding offers to new students.
April 15	Student	Deadline to return signed GTA appointment document to the department.
Late April	Department	Finalize course schedule.
May	Department	Notify new GTAs of University Center for the Advancement of Teaching (UCAT) Teaching Orientation dates. Email list of new GTAs to UCAT.

May-June-July	Student	<ul style="list-style-type: none"> <li>• Email Contact Advisor to discuss autumn enrollment.</li> <li>• Enroll in minimum number of credits required by the university for GTAs (no later than one week before classes begin). <b>New GTAs must register for ARTEDUC 7300 during their first autumn semester.</b></li> <li>• Complete HR paperwork</li> </ul>
June	UCAT	Email invitation for UCAT Teaching Orientation to new GTAs.
July	Student	Deadline to register for UCAT Teaching Orientation
July	Course Supervisor	Provide GTAs with course syllabus, readings, materials, texts. Notify GTAs of first meeting date (before the semester).
August	Student	<ul style="list-style-type: none"> <li>• Attend UCAT Teaching Orientation (required for all new GTAs).</li> <li>• Attend department orientation on August 21.</li> <li>• Meet with Course Supervisor.</li> </ul>
August	Department	Notify all GTAs of 5 hour service assignment (when applicable).
November	Department	Email GTAs of 5 hour service assignment for spring (when applicable).

## Benefits

Visit [http://hr.osu.edu/benefits/ga\\_studentemployeebenefits.aspx](http://hr.osu.edu/benefits/ga_studentemployeebenefits.aspx) for information about GTA benefits and consult the *Graduate School Handbook*.

## Working Calendar and Pay Dates

GTA's must be enrolled full time before the tuition payment deadline each semester or else the GTA's tuition and fees will not be paid and the GTA may be responsible for paying late fees.

Unless otherwise indicated in the GTA Appointment Document, all GTAs are to be available and on duty from the first day of classes through finals week of each semester and until grades are posted. There are no exceptions to this policy unless approved by the Course Supervisor and Department Chair. See the University's academic calendar for exact dates for a given semester <http://registrar.osu.edu>.

GTA's are paid on the last business day of each month. The Arts & Sciences Business Services Center will provide information about direct deposit. You can learn more via: <http://controller.osu.edu/pay/pay-dirdep.shtm>.

## Instructor Absence from Class

It is the GTA's responsibility to immediately report their absence from class due to illness or other reasons to their Course Supervisor, and when possible and appropriate to make up any absence at a time generally agreeable to their students. In the event of an unplanned absence, in addition to notifying their Course Supervisor, GTAs should email their students and call the main office at 614-292-7183.

## Assignments, Responsibilities, and Duties

The Department of Arts Administration, Education and Policy currently employs Graduate Teaching Associates for the following courses:

- ARTEDUC 1600 Art and Music Since 1945 (in person and online)
- ARTEDUC 2520 Digital Artmaking
- ARTEDUC 2520S Digital Artmaking (service-learning section)
- ARTEDUC 2367.01 Visual Culture: Investigating Diversity & Social Justice
- ARTEDUC 2367.02 Writing Art Criticism
- ARTEDUC 2367.03 Criticizing Television

- ARTEDUC 3681 Managing Arts Organizations: Balancing Stability & Change
- ARTEDUC 3900 Art and Curriculum Concepts for Teachers

New GTAs are required to attend the University Center for the Advancement of Teaching's (UCAT) Teaching Orientation. Details about the orientation are sent to new GTAs during the summer before their first semester as a GTA.

New GTAs are required to take the department's GTA development course, ARTEDUC 7300 Introduction to Teaching Arts Education at the College Level, which is offered as a 2 credit hour class during autumn semester. This course explores multiple aspects of teaching in higher education including current literature on college teaching as well as OSU and departmental policies and resources. In addition, GTAs will share and explore experiences and issues that emerge in their own teaching. GTAs teach in a variety of contexts and because of this diversity, they will have needs specific to their courses, which will be addressed through a combination of the GTA course and Course Supervisors.

All GTAs are required to attend meetings called by their course supervisor.

A course syllabus must be submitted to the Course Supervisor and Brian Javor, the department's Program Assistant.

GTAs must promptly notify their Course Supervisor of any course related problems such as grade disputes, disruptive students, academic misconduct, etc.

Although not mandated, it is advisable that all GTAs take a multicultural course. GTAs should see their Course Supervisor for suggestions.

Any suggestions for the department to improve the conditions to be successful, focused, professional, deep, and reflective are welcomed.

## Rubric For Assigning GTA Duties

Course	GTA Duties	Course Supervisor	Hours Allocated
<b>1600 Lecture</b>  <b>3 Credit Hrs.</b>	<b>GTAs assigned to Lecture:</b> 80 minutes attending lecture x 2=160 minutes GTA is not the Instructor of Record. Takes attendance for approximately 100 students. Grades four short narratives. Monitors online paper drop boxes and discussions, which are self-guided. May be asked to lecture once per semester. No teaching duties, outside of one lecture. Responds to emails. Holds office hours (120 minutes per week) Oversees two sections.	<b>Funk</b>	<b>10</b>
<b>1600 Online Only</b>  <b>3 Credit Hrs.</b>	<b>GTAs assigned to Online Only section:</b> Time required determined by GTA GTA is considered the Instructor of Record. Digital course shell, which includes all quizzes, online assignments and viewings, is pre-populated by Course Supervisor. Each section is limited to 50 students. All quizzes are automatically graded by computer, not GTA. All online assignments are pre-populated and self-guided. Grades four short narratives, using provided assessment rubrics. Monitors discussion boards. No teaching or lecturing. Holds office hours (120 minutes per week) in person or remotely through CarmenConnect. Responds to emails.	<b>Funk</b>	<b>15</b>
<b>2367.01</b>  <b>3 Credit Hrs.</b>	80 minutes of in class time x 2=160 minutes. GTA is considered the Instructor of	<b>Ballengee-Morris</b>	<b>15</b>



	<p>Record, however a full syllabus and course calendar is provided by the Course Supervisor, who selects the text and provides all reading selections in pdf form, provides all media in dvd or online formats, provides all assignment guides and handouts, and often supplies PowerPoints and activities. All items are given to the GTA before assignment begins.</p> <p>GTA uploads pre-provided pdf readings onto Carmen.</p> <p>Each section is limited to 25 students.</p> <p>GTA grades three papers—one 2-page, one-3-5 page, and one final paper of 5-7 pages. Grading and GE assessment rubrics are provided.</p> <p>Facilitates in class discussions and takes attendance.</p> <p>Carmen may be utilized for discussions but this is not required.</p> <p>GTA's have some leeway in adding content of interest or to supplement content, but any changes to the syllabus must be approved by the Course Supervisor..</p> <p>Holds office hours (120 minutes per week)</p> <p>Responds to emails.</p>		
<p><b>2367.02</b></p> <p><b>3 Credit Hrs.</b></p>	<p>80 minutes of in class time x 2=160 minutes.</p> <p>GTA is considered the Instructor of Record, however a full syllabus and course calendar is provided by the Course Supervisor, who selects the text and provides some reading selections in pdf form, provides assignment guides and handouts.</p> <p>Texts are given to the GTA before assignment begins.</p> <p>Each section is limited to 25 students.</p> <p>GTA grades three papers-two 3-page papers, one 10-page final paper. Reading readiness quizzes may be implemented to ensure class preparation is occurring.</p>	<p><b>Stout</b></p>	<p><b>15</b></p>

	<p>Facilitates in class discussions and/or micro-writing prompts and takes attendance.</p> <p>Carmen may be utilized for discussions but this is not required.</p> <p>Grading and GE assessment rubrics are provided.</p> <p>GTA's have some leeway in adding content of interest or to supplement content, but any changes to the syllabus must be approved by the Course Supervisor..</p> <p>Holds office hours (120 minutes per week)</p> <p>Responds to emails.</p>		
<p><b>2367.03</b></p> <p><b>3 Credit Hrs.</b></p>	<p>80 minutes of in class time x 2=160 minutes.</p> <p>GTA is considered the Instructor of Record, however a full syllabus and course calendar is provided by the Course Supervisor, who selects the text and provides all reading selections in pdf form, provides all media in dvd or online formats, provides all assignment guides and handouts, and often supplies PowerPoints and activities. All items are given to the GTA before assignment begins.</p> <p>GTA uploads pre-provided pdf readings onto Carmen.</p> <p>Each section is limited to 25 students.</p> <p>GTA grades three papers—one 2-page, one-3-5 page, and one final paper of 5-7 pages. Grading and GE assessment rubrics are provided.</p> <p>Facilitates in class discussions and takes attendance.</p> <p>Carmen may be utilized for discussions, but this is not required.</p> <p>GTA's have some leeway in adding content of interest or to supplement content, but any changes to the syllabus must be approved by the Course Supervisor.</p> <p>Holds office hours (120 minutes per</p>	<b>Savage</b>	<b>15</b>

	week) Responds to emails.		
<b>2520</b> <b>3 Credit Hrs.</b>	80 minutes of in class time x 2=160 minutes. GTA is considered the Instructor of Record, however a full syllabus and course calendar is provided by the Course Supervisor, who selects and provides the text and/or all reading selections in pdf form, provides all necessary digital design software, provides all assignment guides and handouts. Grading and GE assessment rubrics are provided. Each section is limited to 25 students. Holds office hours (120 minutes per week) Responds to emails.	<b>Hutzel</b>	<b>15</b>
<b>2520S</b> <b>3 Credit Hrs.</b>	80 minutes of in class time x 2=160 minutes. GTA is considered the Instructor of Record, however a partial syllabus and suggested course calendar is provided by the Course Supervisor, who suggests the text, provides all necessary digital design software, and provides GE assessment rubrics for grading. GTA has more leeway in content due to partnerships with school or community-based sites. Each section is limited to 15 students for first semester, 25 following semester. Holds office hours (120 minutes per week) Responds to emails.	<b>Hutzel</b>	<b>20</b>
<b>3681</b> <b>3 Credit Hrs.</b>	80 minutes of in class time x 2=160 minutes. GTA is considered the Instructor of Record, however a full syllabus and course calendar is provided by the Course Supervisor, who selects the text and provides some reading selections in pdf form, provides assignment guides and	<b>Wyszomirski</b>	<b>15</b>

	<p>handouts, creates and provides assessment rubrics for grading. Texts are given to the GTA before assignment begins.</p> <p>Each section is limited to 25 students. GTA grades papers, assesses projects and group presentations.</p> <p>Reading readiness quizzes may be implemented to ensure class preparation is occurring.</p> <p>Facilitates in-class discussions, activities and/or writing prompts.</p> <p>Carmen may be utilized for discussions, but this is not required.</p> <p>GTA has some leeway in adding content of interest or to supplement content.</p> <p>Holds office hours (120 minutes per week)</p> <p>Responds to emails.</p>		
<p><b>3900</b></p> <p><b>2 Credit Hrs.</b></p>	<p>120 minutes of class time per week. GTA is considered the Instructor of Record, however a full syllabus and course calendar is provided by the Course Supervisor, who selects and provides all reading selections in pdf form, provides all media in dvd or online formats.</p> <p>This course serves the College of Education and Human Ecology and is required by students in Teaching &amp; Learning.</p> <p>One hour for class setup and cleanup is factored into the 15 hours allocated for this course.</p> <p>Each section is limited to 30 students.</p> <p>Holds office hours (120 minutes per week)</p> <p>Responds to emails.</p>	<b>Smith-Shank</b>	<b>15</b>
<b>Service to Department</b>	<p><b>Department and/or Faculty Service</b></p> <p>Front Desk Support</p> <p>Event Planning</p> <p>Updating social media</p> <p>Managing prospective student visits</p> <p>Managing and maintaining art classroom, 039 Ramseyer</p>		<b>5</b>

	<p>Faculty assistance with local and national organization responsibilities</p> <p><b>Research and Editorial Assistance</b> Faculty assistance with Editing, Proofreading, Research which can include picking up books from the library, Data entry</p> <p><b>Teaching Assistance</b> Lead TA of a GE Course Faculty assistance including Scanning, Copying, Filing, Organizing, Course preparation, Arranging field trips, Taking attendance</p>		
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## Procedures for Reappointment and Termination

Reappointments are made depending upon availability of funds, satisfactory performance, and successful academic progress. Summer term appointments are arranged separately. There are no guarantees of appointment beyond that specified in the student's appointment document.

GTAs at the master's level may be reappointed for a total of two years; GTAs at the doctoral level may be reappointed for a total of three years. GTAs who are appointed at the master's level and continue as doctoral students may be reappointed for a total of five years.

Barnett Fellows who become GTAs are subject to the same reappointment timeline. For example, a doctoral student who holds a two year Barnett Fellow appointment is eligible for one year of funding as a GTA. A master's student who holds a two year Barnett Fellow appointment and goes on to the doctoral program is eligible for 3 years of funding as a GTA.

Barnett Dissertation Fellowships, summer GTA appointments, and fellowships awarded through the Graduate School's University Fellowship Competition are not counted in the reappointment timeline. For example, a doctoral student who is awarded a 1 year University Fellowship is eligible for 3 years of funding after the fellowship year

At the beginning of spring semester, each GTA will receive a reappointment form which will give them the opportunity to request or deny reappointment for the next academic year and to provide 1st and 2nd choices for the position they want. They can also request a summer appointment. Summer term appointments are always subject to budget considerations.

Reappointment decisions are typically made between mid-February and mid-March.

GTA appointments may be terminated early for any of the following reasons: failure to fulfill requirements of the assignment, failure to fulfill Graduate School requirements for GTAs as stated in the *Graduate School Handbook*, poor academic performance, poor performance in fulfilling GTA duties, academic misconduct, irresponsible behavior (actions that put persons or properties at undue risk), insubordination to faculty or staff, sexual harassment or other violations of university codes of conduct. This should not be considered a complete list of potential infractions, and other actions on the part of the GTA that are deemed grievously inappropriate by the Department Chair and the Chair of the Graduate Studies Committee may be grounds for termination of the appointment.

Graduate Teaching Associates charged with any of the above grounds for termination will be required to meet with the Department Chair and Chair of the Graduate Studies Committee to be informed of the charge and respond to it. If, upon investigation, charges are found to be legitimate, the Department Chair in consultation with the Chair of the Graduate Studies Committee may issue a warning or immediately terminate the GTA appointment. Graduate Teaching Associate appointments must be terminated if a student has already received a warning within the same academic year.

Warnings and terminations will be documented in writing by the Department Chair with letters issued to the GTA concerned. Graduate Teaching Associates who have received warnings or a notice of termination have the right to file a grievance or petition to clear their record or reverse the decision. Students should consult with the Chair of the Graduate Studies Committee and /or the Graduate School for appropriate procedures. All actions related to charges, investigations, warnings or terminations will be kept confidential the degree required by law.

## **Performance Evaluation**

Students are given the opportunity to evaluate the quality of instruction provided in each of their courses. The 10-item Student Evaluation of Instruction (SEI) document is the official university-wide instrument provided for this purpose. Additionally, the department provides an open-ended evaluation form for students to fill out in-class at the end of each semester. The Chair of AAEP reads all SEIs and writes an evaluation of teaching each semester. The Course Supervisor also reviews the Chair's evaluation and SEIs and makes suggestions for improvement to the GTA, if needed. During the second semester of a GTA's first teaching year, an in-class peer evaluation is required. This peer evaluation is conducted by the Lead TA or by the Course Supervisor. GTAs are asked to read their peer evaluation and sign the report. Copies of the peer evaluation are given to the Graduate Studies Chair. Any serious issues will be dealt with in conjunction with the Graduate Studies Committee and the Course Supervisor. For additional information about SEIs see <https://registrar.osu.edu/faculty/sei/sei.asp>.

## **Syllabi Guidelines**

Syllabi must follow the format established by the College of Arts and Sciences <https://asccas.osu.edu/curriculum/asc-syllabus-elements>. It is strongly recommended that you post your syllabus in Carmen, the online course management system, for your students. If you do not have access to your course in Carmen, please see your Course Supervisor.

## **Supplemental Compensation**

As of 2007, all university employees must fill out a Supplemental Compensation Form for doing work and receiving additional pay beyond their appointment and from a unit on campus that is not the employing unit. The form must be signed by the employee, the head of the unit requesting services, and the employee's employing unit. The form must be filled out by the requesting unit, and have all of the required signatures before any work begins. Per college and university policy, these forms will not be signed and authorized for payment after-the-fact.

All GTAs must notify the department's HR/Fiscal manager if they are on an appointment in another unit in addition to their GTA appointment. For example, if a GTA on 50% appointment with AAEP is also on a 25% appointment with the Writing Center, they must notify the AAEP HR/Fiscal Manager of the 25% appointment. See the HR/Fiscal Manager for more information.

## **Office Space and Supplies**

The large communal space in the office is available for use by all AAEP students, both Graduate and Undergraduate students. This is a space to work silently. The need for a "library-type" or "study-hall" atmosphere is in deference to staff cubicles and faculty offices that face the open space.

GTAs may claim a locked bin in the area by letting Brian Javor know the number of the bin they have claimed. He will provide the GTA with a key. Claiming a bin does not mean exclusive use of the desk to which the bin is attached.

Graduate and Undergraduate students may claim a locker in the space between the foyer and the kitchen. Please bring your own lock and let Brian Javor know the locker number.

The Mac and PC computers on desks are for student use on a first come, first served basis.

Students may use the small conference room off the front office (Room 231A) when they want to have lively discussions when it is not scheduled.

For large group meetings, please see Kirsten to reserve an appropriate meeting space.

The Library (Room245F) is available for solo study or for 2-3 students to work together or do research. It is available on a first come-first served basis. Ask a staff member to unlock the room for you.

Students may use the table in the lobby for discussions, lunch, or other semi-quiet needs.

Room 231A or the Library (245F) can be used by GTAs for private conferences with students.

All equipment and supplies, including the copier, are to be used for GTA-related needs and not personal academic needs.