Teaching Assistant Request Form

TA(s) Requested for (TERM): _____FALL _____SPRING _____SUMMER

Name:_____

Department/College: _____

Title of Course (please complete a separate application for each course. Course sections may not be added together for purposes of requesting TA support):

_____

SCNS Number: _____ Enrollment for Term Requested: _____

TA Name (if known)	Hours Per Week

Guidelines

- For the first 100 (plus or minus 10%) enrollments, 1 TA will be provided for 10 hours per week.
- For 150% plus 1 enrollments above that baseline (i.e., 151 enrollments, plus or minus 10%), 2 TAs will be provided for 10 hours per week each (a faculty member may opt to increase the hours per week for one TA to 20 in lieu of hiring a second TA)
- For 225% plus 1 enrollments above that number (i.e., 226 enrollments, plus or minus 10%), 3 TAs will be provided for 10 hours per week each. The maximum number of hours per week that any single TA can work is 20, therefore, in this instance a second TA must be employed.
- For enrollments higher than 250, faculty members must discuss the course management plan with their department chair and/or dean to ensure that the student learning outcomes of the course can be adequately addressed and assessed.

Signature: _____

Department Chair/Dean: I have verified the enrollment for this course and concur with this TA Request Application

Signature(s) Printed Name(s) Date

Academic Affairs Use Only

Received On: _____ Review Date:_____ Reviewer:_____

Award: ____Yes _____No _____Further information required

Instructor Notified (date):_____