



Department of Psychology
Fort Collins, CO 80523-1873

Graduate Teaching Assistant Employee Agreement

The Graduate Teaching Assistant (GTA) appointment offered by the Department of Psychology (the “Department”) is an at-will employee appointment and is governed by all terms and conditions set forth in the CSU Graduate and Professional Bulletin and all applicable University policies.

Appointment as a GTA within the Department is subject to the following terms and conditions:

1. You must abide by all applicable policies, procedures, and practices required by the Department and University at all times while performing the duties of the appointment.
2. Your appointment is made on a semester-to-semester basis and renewal of the appointment depends upon satisfactory performance of GTA duties during prior appointment periods.

If you do not understand any aspect of your GTA appointment, contact your direct supervisor or Department administration for clarification and further explanation.

By signing below, I acknowledge and understand the terms and conditions of accepting the GTA appointment offered to me by the Department of Psychology and do hereby accept such terms and conditions:

Signature: _____

Print Name: _____

Date Signed: _____

**Department of
Psychology**
Policy Statement on Graduate Teaching Assistant Appointments

Appointment as a Graduate Teaching Assistant

A Graduate Teaching Assistant (GTA) in the Department of Psychology (Department) is a professional appointment with a serious responsibility to represent the Department in an important and highly visible role within the University community. The Department is committed to ensuring that all courses meet departmental, university-wide, and state-mandated objectives. This commitment extends to GTAs employed in Psychology.

A full GTA appointment is defined at 50% Full Time Equivalent (0.5 FTE) which corresponds to an average of twenty hours per week over the entire appointment period. The general terms and conditions of the appointment as a GTA for the University are described in the University Graduate and Professional Bulletin.

The Department recognizes that some alterations in this basic set of responsibilities may be necessary because of graduate program and department needs, partial appointments, and adjustments for unique assignments. Details are negotiated with the Department Administration (Administration).

Expectations for Satisfactory Performance

The Department has an excellent record of providing effective instruction at all levels, which includes a record of excellence in GTA performance. The expectations of GTA performance are to be communicated by the instructor with the general expectations for satisfactory performance including:

- showing up on time and holds full class meetings and office hours at scheduled times,
- showing up on time and stays throughout every proctoring assignment,
- arranging a substitute *and* notifying the course supervisor before missing any teaching duties due to illness or professional activities (such as conference attendance),
- grading assignments in a timely fashion,
- maintaining up-to-date grades as expected by the course supervisor,
- regularly checking CSU (eID) email and responding in a timely fashion to teaching related emails,
- offering helpful, sufficient, and accurate commentary and feedback on assignments,
- sufficiently preparing for classes and office hours,
- offering helpful, sufficient, and accurate assistance during office hours and tutoring work,
- seeking assistance when s/he does not understand questions or concepts posed by students,
- not becoming distracted by non-teaching activities (coursework, research, personal interests) while performing any of assigned teaching duties,
- meeting departmental objectives for courses, especially those outlined in the course syllabus,
- complying with all applicable University policies and procedures,
- conducting themselves in a professional and courteous manner,
- being supportive and understanding for a student population of diverse backgrounds and viewpoints,
- maintaining a 3.0 GPA (a Graduate School requirement).

The Department understands developing effective approaches to fulfilling GTA responsibilities and duties is an on-going learning process and supports the development of GTAs through mentoring and training programs. In addition, GTAs are expected to seek advice from experienced GTAs, faculty,

and the Administration at all times.

Resources for Psychology Teaching Assistants

The University has many resources available through The Institute for Learning and Teaching <https://tilt.colostate.edu/>

The Department has also created a helpful folder on the secure Department T drive (Graduate Student Resources Folder/Teaching Resources Folder) with handouts and specific wording for syllabi.

Additionally monthly teaching/mentoring luncheons are held for all graduate students.

Procedures for Addressing Unsatisfactory GTA Performance

A Graduate Teaching Assistant is an at-will employee appointment made on a semester-by-semester basis by the Administration. Renewal of the appointment depends on satisfactory completion of GTA responsibilities and duties. A judgment of unsatisfactory performance is based on consistent and serious difficulties in fulfilling any of the expectations describe in this document. GTAs who exhibit one or more problems meeting expectations will receive a warning notification, in writing and via email, of their unsatisfactory performance and the notification will identify the cause(s) for the unsatisfactory performance. GTAs who receive a warning notification of concerning performance must arrange a meeting with the course supervisor and the Administration to discuss the problems, determine actions to be taken, and determine standards of expectations for future performance.

GTA Probation Steps

- 1) All GTA's receive (paper or electronic copies) of the GTA agreement that outlines standards associated with the position
 - a) GTA's sign/acknowledge this agreement thereby agreeing to the terms/conditions of the GTA role. Specifically, they read and acknowledge that their GTA appointment is made on a semester-to-semester basis and renewal of the appointment depends upon satisfactory performance of GTA duties during prior appointment periods.

- 2) Procedures for Addressing Unsatisfactory GTA Performance:
 - a) A judgment of unsatisfactory performance is based on consistent and serious difficulties in fulfilling any of the expectations describe the GTA Agreement.
 - b) GTAs who exhibit one or more problems meeting expectations will receive a warning notification, in writing/via email, of their unsatisfactory performance and the notification will identify the cause(s) for the unsatisfactory performance.
 - c) GTAs who receive a warning notification of concerning performance must arrange a meeting with the course supervisor, advisor, graduate programming coordinator/Administration to discuss the problems, determine actions to be taken, and determine standards of expectations for future performance.
 - d) If a GTA consistently exhibits one or more problems throughout the semester while failing to meet expectations for improvement, the Administration will judge the performance as unsatisfactory and recommend future actions, including but not limited to:
 - i) restriction of appointments to less demanding assignments (applicable for extenuating life circumstances)
 - ii) renewal of a full or partial appointment on a one-semester probationary basis detailing expectations and metrics
 - iii) non-renewal of a GTA appointment
 - e) The advisor will be part of the conversations and documentation from the beginning of the process and the student will be assigned to work with the advisor or other faculty member during the

probation semester (no GTA with documented performance problems will be assigned to a graduate student).

- f) In the case that the problems leading to unsatisfactory performance are severe, the Administration may act to recommend dismissal of the GTA assignment in progress to the Graduate School.
- 3) Students terminated for failing to perform assigned duties and functions in a timely and competent fashion must be given due process as outlined in the Terms and Conditions of Appointment found in the CSU Graduate and Professional Bulletin.