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TO: Departmental Executive Officers

FROM: Raúl Curto, Executive Associate Dean
Sandy Barkan, Assistant Dean, Graduate College

RE: Unusual Cases Regarding Overload For Teaching Assistants

As a follow-up to Dean Curto's memo of September 25, 2002 (http://www.clas.uiowa.edu/forms/current/deo_standard_ta_appts.pdf), we would like to add some language in relation to that memo. In unusual circumstances, such as unforeseen emergencies, there is a need to appoint a teaching assistant to teach a fuller load for a short period of time. For example, a teaching assistant may be teaching one class (33%), and then be asked to cover three additional classes, for just two weeks. When spread over the whole semester, the additional load would only constitute the equivalent of 12.5%, so altogether the appointment would be at the rate of 45.5% for the semester, which is below the 50% threshold. However, because it is our goal to keep students from being overworked, and to avoid hampering the student's progress, we would like to review each of these rare instances on a case-by-case basis. If a teaching assistant were asked to teach three additional classes at the end of the semester, when that teaching assistant will have papers to write and exams to take or to grade, it would be particularly problematic. Therefore, it will be necessary to obtain permission from both CLAS and the Graduate College before a teaching assistant can teach additional courses during the second half of the term—not only in terms of percentage overload but also the actual number of courses taught.

A new HRIS report is available to identify graduate assistants who have appointments that total over 50%. The report can be viewed by going to the self-service link at <https://hris.uiowa.edu/portal/datamenu.php>. Sign in by using your Hawk ID/Password. Click on "HR Applications," then click on "Reports." Scroll down to and click on "Graduate Assistant Reports," and then click on "Grad Assistant Over 50% Time."

Thank you for your attention to this matter.