APPENDIX B

UNIVERSITY OF HOUSTON
COLLEGE OF PHARMACY
TEACHING ASSISTANT RESPONSIBILITIES

The College of Pharmacy provides financial support to graduate students pursuing graduate degrees within the department in the form of Teaching Assistantships (TAs). While students supported in this manner are essential supports for the teaching and support activities of the College of Pharmacy Professional program, these assistantships also enable students to devote time to their PhD studies. Below are the responsibilities of all students supported as TAs in the College of Pharmacy.

1. All TAs are monthly-paid employees of the College. Thus employment extends from calendar date of appointment to the end of that appointment, not from the first day to the last day of classes each semester.

2. All TAs receive yearly stipends (PHOP: $23,400; PPS: $25,000), paid in 12 monthly installments, as long as funds are available. The university pays all tuition and all *required* fees. This benefit is called the Graduate Tuition Fellowship, or GTF. All TAs also receive $150/month as a subsidy intended for the purchase of health insurance (international students are required to do so). These benefits are absolutely dependent upon grades. The university will suspend GTF immediately if your GPA falls below 3.0; the programs may show more flexibility and put you on probation before removing your TA employment and stipend support. Loss of TA employment may require that you pay out-of-state tuition if you are not Texas resident. In the worst case, you may wind up paying out-of-state tuition ($913/SCH) and all fees with no stipend or fellowship support.

3. The university will *usually* not fund GTF during the summer semester; hence students do not register for courses but still maintain their assistantships. Exceptions will be made for students who must be enrolled in the summer because they will graduate in August, or because a required course is offered only in the summer. GTF will be awarded for a maximum of 10 long semesters and an additional 3 SCHs in the following summer (or fall if the student does CPT in the summer).

4. Stipend support as a TA will not be given to a student after the tenth semester (+3 SCH for a summer or fall if the student does CPT in the summer) except under extraordinary circumstances.

5. TAs are responsible for all assignments that are made by the Assistant Dean for Graduate Programs, Associate Dean for PharmD Academic Affairs, Program Chairs and by the course coordinators with whom they are assigned.

6. TAs must exchange complete contact information with their course coordinators and respond immediately to any queries. TAs must always be on time for their assignments.

7. TAs are required to attend orientation and training sessions conducted by the University or the College as assigned by the Assistant Dean for Graduate Programs, Associate Dean for PharmD Academic Affairs, the Program Chairs, and/or the Course Coordinators. There are extensive trainings given to first-year students, and more senior students may require refreshers.

8. TAs are bound by FERPA requirements as to privacy and confidentiality of information about students they are teaching. FERPA training is provided by the college and the university.
9. If for some extraordinary reason, a teaching assignment cannot be met, it is the duty of the TA to find a suitable replacement and to keep the course coordinator informed at all times.

10. TAs must keep track of the time they spend performing various duties to which they are assigned. Each TA will submit a completed time log to the Assistant Dean for Graduate Programs every two weeks. Each time log must be approved by the course coordinator or other faculty the TA is assigned to. (Several approvals may be needed if the TA services >1 course). Failure to submit a complete and signed time log every two weeks may result in not being paid.

11. International students admitted without acceptable English credentials must take and pass the SPEAK test before or immediately upon arrival in the US. This includes any student whose Internet-based TOEFL speaking test is below 25 (even if you iBT total score is ≥ 89).

12. In addition to teaching duties, TAs may be assigned by the Department Chair and/or Course or Program Coordinators to assist in other ways such as (but not limited to) equipment inventory, teaching-laboratory set up/breakdown/maintenance, proctoring, lecturing, running review sessions, monitoring group exercises, grading papers/exams/quizzes, assessing presentations, making videos, helping with AV issues, setting up exams, tutoring, entering grades on spreadsheets or Blackboard, responding to e-mails (from students or the course director), making or organizing the making of photocopies, searching databases for faculty, and any other duties that may be assigned, or performed, time spent in training for TA duties, taking attendance, etc.

13. In addition to teaching or performing other assigned duties, it is expected that TAs will be working towards their degree by taking classes and doing dissertation research.

14. TAs are expected to be available when the University is open. They must check their voice mails and e-mails daily. In addition, if a TA is asked to reply to a message, he/she is required to do so immediately.

15. At the end of the semester, course coordinators fill out TA evaluations. The information will be collated and used to assist development and retraining of the TAs in areas of weakness, and to document very serious issues that may lead to loss of assistantship. Outstanding performance may lead to teaching awards.

16. Paid employment outside of dissertation work and TA duties while classes are in session is almost never permitted except with special permission and documentation. If a TA is found to be surreptitiously employed off campus while classes are in session, loss of GTF and assistantship may result.

17. Outside of University of Houston holidays and end of year closure, TAs may take up to ten days of unpaid leave. Approval for leave must be solicited in writing from the program GAA at least 30 days in advance, and this request must be accompanied by signed permission from the student’s faculty advisor, from the course director(s) with whom they are working, and the Associate Dean for Graduate Programs. If the student is taking classes, approval also must be obtained from the instructor, with an explanation of how the class time is to be made up. If still longer periods are required, the combining of multiple years’ time may be acceptable, at the discretion of the student’s faculty advisor and the Program Chair. Prolonged absences during a semester may require a termination and rehire, or an official university leave of absence. The programs will try to be as accommodating as possible.

18. Failure to comply with these requirements, or chronically poor performance, may result in loss of assistantship.
I understand and agree to meet the responsibilities outlined above.

______________________________________________  ______________
STUDENT NAME (PRINT)  PSID

______________________________________________  ______________
STUDENT SIGNATURE  DATE