

## School of Architecture Teaching Assistantship Guidelines

The School of Architecture assigns master's level students to teaching assistantship (TA) positions on an annual basis. Most Architecture teaching assistants (TAs) are awarded a one-semester TA position in an academic year. The most outstanding students may be awarded a TA position in each semester of the academic year (spring and fall). Funding is re-evaluated annually and never guaranteed beyond one year. There are no summer TA positions.

School of Architecture TAs typically complete their graduate degrees in the designated number of years for their program: 3 years for Master of Architecture (MArch), 2 years for Master of Arts in Design Criticism (MAD-Crit), 1 year for Master of Science in Architecture (MSArch).

### Position information

- The School of Architecture hires TAs for undergraduate technology, theory/history, structures, and general education courses, as well as select graduate courses.
- School of Architecture TA positions are typically 25% FTE (i.e., 10 hours per week).
- TAs are required to attend all meetings of their assigned course. Position requirements vary by course and instructor and may include grading, monitoring student attendance, preparing course materials, leading course discussions, providing support to students outside of class time, etc.
- School of Architecture TAs are never the primary instructor for a course and are never required to develop a course syllabus.

### Hiring process

- TA positions are assigned in the summer before an academic year.
- Additional assignments may be made outside of this time frame if course enrollment requires it.
- TAs are selected and course assignments are made by a committee that may include the Director, Director of Graduate Studies, additional graduate faculty, and the Graduate Academic Advisor.
- New graduate students are considered for all types of School of Architecture aid (including TA positions) at the time of their application for graduate admission. Decisions are based on application materials.
- Continuing graduate students are invited to submit an online application at the end of each spring semester to be considered for all types of aid (including TA positions) for the upcoming academic year. The application includes questions about academic performance, previous TA experience, faculty references, and recent awards or honors.

### TA selection

Students are awarded TA positions based on merit. The committee may consider the following factors:

- Program standing: Preference is given to continuing students.
- GPA and academic standing: Preference is given to students with a graduate GPA of 3.5 or above. Students on academic probation are not considered for TA positions.



- Previous performance as a TA
- Faculty recommendation
- Additional indicators of merit (e.g., significant involvement in School activities, previous School honors and awards, etc.)

### **Course assignments**

Continuing students are asked to rank their TA course preferences in the online aid application (e.g., technology, theory/history, structures, general education) In addition to the TA's indicated preferences, the committee considers the following when making course assignments:

- TA's aptitude and grades in specific subject areas
- Previous TA relationship with course instructors
- Previous TA course assignments
- Conflicts in meeting times between required graduate courses and TA courses (e.g., a G2 MArch student will not be assigned as a TA to a course that meets during a required G2 graduate course)