

TEACHING ASSOCIATE

UNIT 11 - POSITION DESIGNATED AT TIME OF ADMISSION OR UNDER AN EXISTING ADVISING RELATIONSHIP

California State University, Sacramento

This position will NOT be posted online. This position was committed/will be committed to a student at the time of admission or under an existing advising relationship with a faculty member.

Employing Department / Program Information

Program Center/Department: _____

Dean / Chair / Coordinator: _____

Ext: _____

Admin. Support Contact: _____

Ext: _____

Direct Supervisor: _____

Title: _____

Position Information

Building: _____ Room: _____ Contact: _____

Semester: _____ Year: _____

Units Per Semester: _____ Monthly Pay: _____

Position Start Date: _____ Position End Date: _____

Teaching Associate Minimum Qualifications & Restrictions

- ✓ **GPA minimum of 3.0** OR *newly admitted students* must have a 2.75 or better but not less than 3.0 during last 60 units (90 quarter units)
- ✓ **Credential students are *not eligible***
- ✓ Must be classified or conditionally classified in a graduate degree program
- ✓ Must show satisfactory progress towards the graduate degree
- ✓ Hiring department & the student's major should be the same
- ✓ Must be enrolled graduate level courses

Teaching Associate Selection Criteria for selection to a designated position

Check all that apply and/or list specific criteria used for selecting students to a position as part of the admissions process or work performed related to the existing advising faculty member

- Distinguished academic achievement/excellent academic record
- Quality of the applicants' research or creative project
- Demonstrable knowledge of the field/discipline
- Depth of the applicant's/student's leadership activities
- Experience teaching at the university or college level
- Demonstrable ability to work with or have worked with diverse groups

General Duties / Responsibilities – Teaching Associates (applicable items marked)

Check all that apply and/or list specific criteria used for selecting students to a position as part of the admissions process or work performed related to the existing advising faculty member

- Responsible for instruction of students (under supervision of tenured or tenure track faculty member)
- Assign students instructional activities and exercises
- Prepare course materials and aids
- Administer examinations
- Assess student performance and evaluate student work and examinations
- Maintain office hours to provide direct individual contact between students and clarify course material or course content for students
- Tutor students
- Determine course grades
- Incumbents may assist faculty with field experience, supervision, simulation exercises and /or research projects.
- Incumbents in Range A are designated to teach courses at the lower division level. Equivalent to **OR** completion of the requirements for a bachelor's degree and concurrent admission to **OR** enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.
- Incumbents in Range B are designated to teach courses at the lower and / or upper division level. Equivalent to **OR** completion of the requirements for a master's or doctorate degree and concurrent admission to **OR** enrollment in a doctoral degree program of the university that is related to the discipline to which the individual is assigned. One academic year of full-time doctoral study, with successful completion of all requirements, may be substituted for the master's degree requirement.

Additional Qualifications: (if any)

Special Requirements: (e.g. health clearance; live scan; drug test)

How to Submit this Form: Download this form onto your computer. Fill it out, save and attach it to an email addressed to durand@csus.edu.