

Contract type indicated in bold:

Teaching Recitation

Writing Recitation

Grader

Visual Resources Library Assistant

Gallery Assistant

Research Assistant

**University of Pittsburgh
Department of the History of Art and Architecture**

TA/TF Contract for Teaching Recitations

Term/Year _____

Instructor _____

Course _____

Enrollment _____

The Department of the History of Art and Architecture has determined that teaching recitation TAs/TFs have 90 hours (per 100 students) and 67.5 hours (per 67 students) available each term for grading* and related duties.**

The recommended grading assignment for teaching recitations includes one final and two midterms, or the equivalent (i.e., quizzes or a short, two- to three-page paper in place of a midterm).

These recommendations are based on the following estimates: 20 minutes as the amount of time needed to grade an average essay midterm/final or two- to three-page paper (100 exams/short papers=33 hours; 67 exams/short papers=22.5 hours).

The TA/TF Contract Committee will hold a meeting with all TAs/TFs during the third week of each term to review any questions or issues regarding contracts and their implementation. Additional TA/TF meetings with the Contract Committee will take place as needed.

OVER

* University regulations stipulate 300 hours total per term as the maximum number of work hours required of TAs/TFs. The Contract Committee established that attendance at lecture, recitation, office hours, meetings with course supervisor, doing assigned readings, and preparation takes 210 hours per term for teaching recitation TAs/TFs. **All teaching, writing, and grading TAs/TFs are assigned to a specific lecture course; they are to do grading ONLY for that course to which they have been assigned.**

** As established under an earlier TA/TF contract with the Department of the History of Art and Architecture, TAs/TFs are not expected to pull slides or load them into carousels for the purposes of the course instructor's lectures. Contract revisions of spring 2000 established that TA/TF responsibilities for Web site maintenance or any other digitizing or computer work are restricted to research and visual resource library TA/TF positions and may not be required of any other TAs/TFs.

Teaching Recitation

TA/TF Grading Assignments for the Term:

Instructor is to supply TA/TF with a syllabus at the beginning of the term with dates clearly indicated for all exams, quizzes, and papers.

Grading	100 midterm/final essay exams or a 2–3-page paper=33 hours; 67 midterm/final essay exams or a 2–3-page paper=22.5 hours	Hours (calculated according to the number of students)
----------------	--	---

_____ midterms _____

or # _____ quizzes..... _____

or # _____ papers (stipulate length: _____) _____

_____ final exams _____

Other obligations with calculated hours (any request of TA/TF to lecture to the entire class, with date and subject matter indicated, or any other responsibilities not stipulated in the standard teaching recitation contract):

_____

_____

_____

TOTAL HOURS: _____
(not to exceed 90 hours per 100 students
and 67.5 hours per 67 students for teaching
recitation TAs/TFs; all additional assignments are
the responsibility of the instructor.)

Signatures

Instructor: _____ Date: _____

TA/TF: _____ Date: _____

Contracts are to be completed, signed, and returned to the chair by the end of the first week of class each term. Originals will be filed in the department office and Xerox copies made and returned to supervisors and TAs/TFs for their files.

Please see attached list of supervisor and TA/TF responsibilities. Any contract questions are to be taken up with the chair and, if necessary, referred to the TA/TF Contract Committee for review.

Contract revised by TA/TF Contract Committee, March 2000.

