

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

**TA/TF Contract for Recitation Leader**

**Term/Year** \_\_\_\_\_

**Instructor** \_\_\_\_\_

**Course** \_\_\_\_\_

**Enrollment** \_\_\_\_\_

**Position Description**

Recitation sections are weekly 50 minute sessions where the TA/ TF meets students in smaller groups to extend and diversify the learning experience of students. TA/ TFs guide the students with visual analysis and critical thinking skills by engaging objects and sites in person, engaging in presentations, and leading small group activities or discussion.

Graduate student recitation leaders gain key experience by deploying more interactive and experiential pedagogical strategies than are afforded in the large lecture meetings. Leading recitations is an opportunity for graduate students to develop their pedagogical style and to acquire critical skills of mentoring undergraduate students.

**Policies and Contract Terms**

University regulations stipulate 300 hours (20 hours per week) total per term as the maximum number of work hours required of TAs/TFs/GSAs. The Department of History of Art and Architecture has determined that Recitation Leader TAs/TFs have 280 hours available each term for leading recitation sessions, grading, and related duties (see page 2 for a breakdown of these duties).

All Recitation Leader TAs/TFs are assigned to a specific lecture course; they are to do grading ONLY for that course to which they have been assigned. The TA/TF/GSA responsibilities for Web site maintenance or any other digitizing or computer work are restricted to research and Visual Media Workshop GSA positions and may not be required of any other TAs/TFs/GSAs.

The recommended assignments for Recitation Leaders include 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. Therefore, Recitation Leaders should spend no more than one hour per student for grading over the course of the semester.

## **Recitation Leader**

### **TA/TF Grading Assignments for the Term:**

Instructor is to provide TA/TF with a syllabus at the beginning of the term with dates clearly indicated for all exams, quizzes, and papers. Instructor should also provide assessment rubrics for all graded work and mentor TAs/TFs on grading. It is also recommended that the instructor calculates grading time with the TA/TF at the beginning of the term. Grading beyond the maximum of one hour per student over the course of the semester is the responsibility of the instructor. Grade disputes between TA/ TF and student should be handled in consultation with the instructor.

A recitation leader's term work hours are to be broken down as follows: 100 hours grading per 100 students (or one hour per student over the course of the semester); 25 hours attendance at lecture (100 minutes each week for 15 weeks); 50 hours for recitation sessions (up to four, 50 minute sessions each week for 15 weeks); 30 hours office hours (two hours each week for 15 weeks); 75 hours for preparing lesson plans for recitation sessions, meetings with course supervisor, doing assigned readings, lecturing to the entire class, site/museum visits, mentoring undergraduate teaching assistants, and related duties (five hours each week for 15 weeks). The remaining hours out of the 300 for the term constitute release time and will not be configured in the recitation leader's work assignment.

<b>Grading</b>	<b>100 midterm/final essay exams or a 2–3-page paper=33 hours;</b>	<b>Hours</b> <b>(calculated according to the number of students/should not exceed one hour per student over the course of the semester)</b>
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# \_\_\_\_\_ midterms ..... \_\_\_\_\_  
or # \_\_\_\_\_ quizzes ..... \_\_\_\_\_  
or # \_\_\_\_\_ papers (stipulate length: \_\_\_\_\_) ..... \_\_\_\_\_  
# \_\_\_\_\_ final exams ..... \_\_\_\_\_

If including other obligations not already listed above, instructor must reduce grading hours accordingly:

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**TOTAL HOURS:** \_\_\_\_\_

(not to exceed one hour per student over the course of the term; all additional assignments are the responsibility of the instructor.)

**Recitation Leader**

**Signatures**

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

TA/TF: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Any contract questions are to be taken up with the Director of Graduate Studies and, if necessary, the Department Chair.**