

University of Pittsburgh
Department of History of Art and Architecture

TA/TF Contract for courses with Recitations

Term and 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. TA/TF/GSA responsibilities for any digitizing or computer work should be related to the curricular development of the course. Training for such duties should be calculated in the maximum number of work hours stated above.

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.**

TA/TF Grading Assignments for the Term:

Duties of the Course Instructor:

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 100 hours 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. All instructors must provide their TA/TFs with one written

evaluation of their performance in the middle of the semester and another at the end of the semester and after the last class session. Both written evaluations must be based on observation of the TA/TFs teaching during recitation, museum or site visits, etc.

Duties of the TA/TF:

A recitation leader’s term work hours are to be broken down as follows: 100 hours grading with the grading overflow carried by the instructor of the course; 25 hours attendance at lecture (100 minutes each week for 15 weeks); 50 hours for recitation sessions (up to three 50 minute sessions each week for 15 weeks); 15 hours of student check-in time (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 (5 hours and 20 min. 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.

Grading Estimates: Instructors and TA/TFs must complete this section at the beginning of the semester to estimate the total number of hours that will be spent in grading.

Grading Tasks	Hours
# _____ midterms	_____
or # _____ quizzes	_____
or # _____ papers (stipulate length:.)	_____
# _____ final exams	_____

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

	
	
	

TOTAL HOURS: _____

(not to exceed 100 hours over the course of the semester; all additional grading hours are the responsibility of the instructor.)

Midterm check-in: Please specify a date after classes are underway when you will meet to revisit this contract and confer on any adjustments that may need to be made regarding assignments, allotment of hours, or any other relevant aspects of your work together this term. Date: _____.

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 supervisors 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.