

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 Graders

Term/Year _____
Instructor _____
Course _____
Enrollment _____

The Department of the History of Art and Architecture has determined that grading TA/TFs have 90 hours (per 100 students) available each term for grading. ** See below for a breakdown of the remaining grader contract hours. *

The recommended grading assignment for graders includes one final and two midterms, or the equivalent (i.e., quizzes or a short 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).

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.

** 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. **All teaching, writing, and grading TA/TFs are assigned to a specific lecture course; they are to do grading ONLY for that course to which they have been assigned.**

* University regulations stipulate 300 hours total per term as the maximum number of work hours required of TAs/TFs. The Contract Committee established that a grader's term work hours are to be broken down as follows: 90 hours grading per 100 students; 45 hours attendance at lecture (three hours each week for 15 weeks); 30 hours office hours (two hours each week for 15 weeks); 75 hours for meetings with course supervisor, doing assigned readings, 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 grader work assignment.

Grader

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	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 grader contract):

_____	_____
_____	_____
_____	_____

TOTAL HOURS: _____
(Not to exceed 90 hours per 100 students
for grader 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.

