

<b>Policies of the University of North Texas</b>	Chapter 6
<b>15.1.28            Orientation, Supervision, and Evaluation of Academic Assistants.</b>	<b>Faculty Affairs</b>

**Policy Statement.** The University of North Texas requires appropriately trained academic assistants to support instructional activities in classes no matter the mode of instructional delivery. Such assistants need supervision and evaluation to encourage their growth, productivity, and effectiveness. This policy describes the required activities for orientation, supervision, and evaluation of academic assistants.

**Application of Policy.**

Academic Departments.

**Definitions.**

1. **Academic Assistant.** “Academic Assistant (AA)” means assistants who provide graduate, and in some special cases undergraduate, classroom support to an instructor. An academic assistant can have one of the following titles: Teaching Assistant, Graduate Assistant, Grader, Prepper, or Teaching Fellow.

**Procedures and Responsibilities.**

This section addresses the activities involved in orientation, supervision, and evaluation of academic assistants.

I. **Orientation and Training.**

- A. Prior to the beginning of the fall semester each college, school, or department will conduct an orientation for all academic assistants. All academic assistants, especially teaching fellows and teaching assistants – including those with prior teaching experience – will be required to attend an orientation session as stipulated in the letter of appointment. The school/college may elect to hold this orientation at the department or unit level.

**Responsible Party:** Deans, Unit administrators.

- B. In cases when an academic assistant is newly hired for a spring semester or a summer session, the academic unit (e.g., the department) will ensure comparable orientation.

**Responsible Party:** Unit administrators.

- C. Each academic unit shall provide regular in-service training for academic assistants with scheduled meetings each semester.

**Responsible Party:** Unit administrators.

II. Academic Assistants Coordinator and Supervision.

- A. Each academic unit that hires academic assistants shall identify one or more academic assistants coordinators from faculty members.

Responsible Party: Unit administrators, unit faculty members.

- B. The academic assistants coordinators will have responsibility for supervising the academic assistants.

Responsible Party: Unit faculty members serving as academic assistants coordinators.

- C. The academic assistants coordinator shall work with the faculty and administration within their relevant academic units to formulate an orientation session and a systematic plan for supervision and evaluation of academic assistants within the unit.

Responsible Party: Academic assistants coordinators, unit administrators, unit faculty members.

III. Evaluation.

- A. Evaluation of academic assistants is a departmental responsibility, and an evaluation process shall be developed and then systematically implemented each semester.

- B. Criteria for the evaluation of academic assistants shall be filed with the appropriate school/college, and shall be periodically reviewed.

- C. The academic assistants shall be advised of the evaluation process during the academic unit's orientation session.

- D. Data should be collected and analyzed and shall be provided to the academic assistants coordinator, department chair/unit director, and to the Dean. Each academic assistant will receive the results of his/her evaluation, and the coordinator will schedule a conference to discuss the results.

Responsible Party: Deans, Department Chairs, Academic Assistants Coordinators.

- IV. Academic Assistants Whose Native Language is Not English. As per TEC, Section 51.917, UNT provides a program of assistance to build the requisite skills for teaching personnel whose native language is not English. UNT Policy 15.1.31.1, Program of Assistance for Teaching Personnel Whose Primary Language is Not English details the established procedures to identify, assess, and assist teaching personnel who need to improve language proficiency.

Responsible Party: Unit administrators, academic assistants' coordinators.

**References and Cross-references.**

Texas Education Code, Section 51.917, Faculty Members; Use of English.

UNT Policy 15.1.31.1, Program of Assistance for Teaching Personnel Whose Primary Language is Not English

**Forms and Tools.**

None.

Approved: 8/90

Effective: 1/21/2016

Revised: 1/95; 2/99\*, 7/03, 1/2016