

**The University of Wisconsin System
UPS OPERATIONAL POLICY: HR 6**



SUBJECT: Teaching Assistants Selection,
Training, and Evaluation

Original Issuance Date: July 1, 2015

Last Revision Date:

1. POLICY PURPOSE:

The purpose of this policy is to provide a framework for UW System institutions to use in the selection, training, and evaluation of teaching assistants.

2. POLICY BACKGROUND:

[Regent Policy Document 20-17, Selection, Training, and Evaluation of Teaching Assistants \(retired 12/7/2012\)](#) previously outlined the selection, training, and evaluation of teaching assistants now contained in this policy and detailed below.

3. POLICY DEFINITIONS:

Please see UPS Operational Policy [GEN 0: General Terms and Definitions](#) for a list of general terms and definitions.

4. POLICY:

A. Selection of Teaching Assistants

Institutions employing teaching assistants must establish minimum standards and guidelines for selecting teaching assistants. Non-native English speakers must be required to demonstrate proficiency in spoken English before they are assigned classroom duties as teaching assistants. UW institutions may determine whether establishing appointment criteria are best carried out at the departmental, college, or institutional level.

B. Training of Teaching Assistants

Institutions must require appropriate training or previous relevant experience for new teaching assistants as a condition of employment. As appropriate, teaching assistants shall receive training in educational and cultural expectations for students and teaching assistants at their institutions. Teaching assistants shall receive training on curricular and educational expectations for students in their institutional units. Training of teaching assistants may take place at the institutional, college, or departmental level, or some combination of these, as appropriate.

C. Evaluation of Teaching Assistants

Institutions shall establish standards for the supervision and evaluation of teaching assistants. New teaching assistants shall be evaluated by the appropriate unit for the purpose of teaching improvement as early in the first semester as possible. All teaching assistants shall be evaluated by the appropriate unit each semester. All units employing teaching assistants must establish a process for receiving and addressing student complaints and concerns about teaching assistants. This information should be made available in the course syllabi.

Evaluation and supervision of teaching assistants may be carried out at the college or departmental level, as appropriate. Institutions must establish meaningful, appropriate accountability standards and procedures to ensure that all units employing teaching assistants are complying with University of Wisconsin System and institutional policies on teaching assistants.

5. RELATED DOCUMENTS:

6. POLICY HISTORY:

[Regent Policy Document 20-17, Selection, Training, and Evaluation of Teaching Assistants \(retired 12/7/2012\)](#)