

APPENDIX A
Renewal Checklist for Teaching Assistants
Department of French & Italian

<p>❖ Professionalism:</p> <ul style="list-style-type: none"> ➤ Availability to students outside the classroom (office hours and by appt.) ➤ Presence at: 1) August orientation, 2) course meetings during the semester, and 3) meeting with course supervisor to determine final grades (this meeting will take place no later than the day before grades are due in the departmental office) ➤ Works with colleagues and supervisor(s) toward course goals** <p>❖ Adherence to program:</p> <ul style="list-style-type: none"> ▪ <i>Policies and standards</i>--preparation of classes according to course policies, holding class and making appropriate arrangements with course supervisor and departmental staff in case of absences, and other items specific to the course and documented in course syllabi and instructor sheets ▪ <i>Materials</i>--maintaining and delivering to the department office at the appropriate time a complete grade book (including a record of student absences), providing in advance to course supervisor any supplementary materials distributed to students <p>❖ Teaching:</p> <ul style="list-style-type: none"> ➤ Standard classroom observation forms ➤ ACE evaluations ➤ Semester-by-semester documentation of teaching performance ➤ Other materials included in the personnel file (may include peer observation reports, letters, midterm student evaluations, teaching journals, video reports, etc.) <p><i>Note:</i> It is highly desirable that teaching assistants obtain a satisfactory rating in all areas. Unsatisfactory performance in any one of the above three major areas will lead to consideration for nonrenewal.</p>	<hr style="border: 1px solid black; margin-bottom: 20px;"/> <hr style="border: 1px solid black; margin-bottom: 20px;"/> <hr style="border: 1px solid black; margin-bottom: 20px;"/> <p>E = excellent S = satisfactory U = unsatisfactory (scale applies to all three areas above)</p>
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** The parties to a disagreement should first try to resolve the issue informally. If this proves impossible, the TA should consult in this order: first the course supervisor, then the DEO, and finally the Office of the Dean of the College of Liberal Arts. (For levels of appeal and time limits regarding formal grievances, see UE/COGS Bargaining Agreement, section VIII.)