TEACHING ASSISTANT PROCESS

Hiring Process

1. Faculty & Associate Dean for Undergraduate/Graduate Studies
   1. Determine need for Teaching Assistant (TA).
   2. Advertise the TA position.
   3. Identifies potential TA hire and verify faculty recommendations/good standing.
   4. Connects TA to Course Coordinator.
   5. Associate Deans notifies the Faculty Process Support Specialist (OFE) to start the hiring process via email.

2. Faculty Process Support Specialist to Associate Deans
   1. Verifies projected hours and pay with faculty and appropriate Associate Dean.
   2. Verifies with prospective TA whether they are working elsewhere on campus to make sure they do not go over the max 19.5 weekly hours.

3. Faculty Process Support Specialist (FPSS)
   1. OFE FPSS contact student to fill out criminal background check and reaches out to OAA/external university for letter of good standing.
   2. CBC will be sent over to HR once received back from the student.
   3. Once CBC is cleared, we will submit all paperwork along with intent to hire form to SON Human Resources Generalist.
   4. Once all paperwork is cleared with HR OFE will reach out to student to officially welcome them as well as contact the faculty, appropriate Associate Dean and senior admin for Associate Deans.

After Hiring Process/On-going

1. Faculty Process Support Specialist (OFE)
   1. Sends Associate Deans the list of current TAs at the end of each semester to confirm continued appointments and terminations.
   2. Collaborates with Associate Deans for ongoing needs each semester.

2. Faculty Process Support Specialist to Associate Deans
   1. Ensures OAA generates requests for access to CANVAS and other needed programs.
   2. Supervisor responsible for approving timesheet in KRONOS.

*All contracts will be for up to 49% max effort may work less hours. Contract will be stated as ongoing until termination or graduation.