

Process of TA assignments in the Bren School

Follow steps from left to right, top to bottom.

<p>Early March</p> <p>Call for TA Applications distributed to Bren PhD students</p>	<p>March-April</p> <p>TA Workshop. Slides posted to Bren website.</p>	<p>End of April</p> <p>TA applications due</p>	<p>Beginning of May</p> <p>Academic Programs staff sort TA applications by course and send applicants by course to each instructor</p>	<p>Mid May</p> <p>Instructors rank top 3-5 applicants for their course based on student's experience, knowledge, and admissions commitments.</p>
<p>Late May</p> <p>Staff tentatively assign TA positions based on instructor rankings. If student is top ranked for >1 course, then the student is assigned to the larger course or the course that requires specialized skills.</p>	<p>Late May</p> <p>Staff send proposed TA assignment(s) to faculty advisor to ask if their student has capacity to be a TA during the proposed quarter(s).</p>	<p>Beginning of June</p> <p>If advisor approves TA appointment for their student, then staff create a TA appointment letter and send to the student, cc to instructor, advisor, Academic Personnel Manager, and Business Officer. Student signs letter to acknowledge acceptance of responsibilities as a TA.</p>	<p>Mid June</p> <p>If student accepts, then staff send a checklist of TA responsibilities, approved by the instructor, to student. Student must sign the checklist to acknowledge acceptance of their responsibilities.</p>	<p>End of June</p> <p>Almost all TA assignments are made by the end of June for the <i>following</i> academic year.</p>