

Approved by AC 4/17/23

Course and Teaching Assistant Policy

Glossary: *This policy addresses two broad categories of support for faculty: Instructional Support and Language Support.*

- Instructional Support
 - Teaching Intern – PhD students who are mentored by faculty. This program is managed by ARP.
 - Teaching Assistant – a PhD or DMin student or graduate employed to assist with teaching a course (limited to 3 hours of directing course processes).
 - Course Assistant – a student or graduate employed to assist the faculty member with at least two of the following non-instructional duties related to a particular course.
 - Grading course assignments
 - Preparing teaching materials for the faculty member
 - Classroom technology
 - Other similar duties as assigned by the faculty member that helps to lighten the faculty load of their specific class.
 - Research Assistant – a student or graduate hired by a faculty member on an as needed basis to assist with academic research and funded through the faculty member's professional development fund.
- Language Support
 - Interpreters – An alumni, student or member of the Asbury Seminary global network who is bilingual and participates in oral course or content delivery. Interpreters will provide oral interpretation of teaching in both synchronous instruction and classroom interaction. Additionally, interpreters may be called upon to participate in the capture or development of video or audio content by a faculty member for asynchronous delivery.
 - Translators – An alumni, student, member of the Asbury Seminary global network or person certified to provide translations of written course material in the appropriate language to support programs and courses delivered to bilingual students. Translators will provide written translations of in-course content and resources which are not copyright protected and are needed for the delivery of courses to bilingual students whose dominant language may not be English (e.g. discussion forums, instructions, faculty feedback)

GUIDELINES

- Asbury Global continues with its current policies re: Teaching Assistants and Course Assistants for online and hybrid courses.
- Any full-time or adjunct faculty member teaching an on-campus class of 35 (25 online) or more students (60 or more if team taught) may request a Course Assistant or Teaching Assistant based upon availability. Classes which have required smaller numbers for pedagogical reasons (e.g., preaching classes) may apply for a Course Assistant or Teaching Assistant if need is demonstrated. The faculty member may also opt for additional payment of \$750 for the course in lieu of one of these assistants. (Note:

Requests for CA/TA support or additional payment made by faculty that are supported with a Teaching Intern will not be approved.)

- Doctoral level students (PhD or DMin as appropriate to the course) or doctoral graduates who serve as Teaching Assistants are paid a lump sum of \$1,500 for the course (based on the max of 140 hours, this works out to \$10.71/hour). Doctoral level students are allowed a maximum of 140 hours (an average of 10 hours per week). Work is limited to course related tasks.
- Master's level students who serve as Course Assistants are paid the going work-study hourly wage (currently \$9.00/hour). Master's level students would be allowed to work a maximum of 100 hours per semester (an average of 7 hours per week). Work is limited to course related tasks.
- The Provost Office and appropriate program director will determine the need for interpreters and translators in the development of programs, courses and resources offered to global partners and as part of global initiatives.
- Faculty members are allowed to select their own Teaching Assistant from among those who qualify according to the standards herein described.
- The Provost's Office works with the HR Office related to the employment of Course Assistants or Teaching Assistants.
- All Course Assistants and Teaching Assistants receive job training through Instructional Design or other training appropriate to the expected level of work. Training is a prerequisite to working with a faculty member.
- Preferably, first selection of Teaching Assistants for the School of Biblical Interpretation and the E. Stanley Jones School of World Mission and Evangelism come from current Ph.D. students in their respective fields. This will give them some "real-world" experience as part of their doctoral work.
- Training and evaluation would be needed for faculty as well as TI and TAs. For TI – CD920 is a prerequisite and online training if teaching online. Report from TI would be co-signed by a faculty member.
- Doctoral level students may be invited to participate in teaching a class. However, they do not take the place of faculty instruction and engagement.

Qualifications: At minimum the following should apply:

- Qualifications for Course Assistant
 - Normally, must be a current student
 - Must have taken the specific course and or equivalent prior to serve as a CA for the course. Exceptions can be made in consultation with the Dean and Provost. If students work in a course that they have not taken, they will not be allowed to register for said course in the future.
- Qualifications for Teaching Assistant
 - Must be a current PhD student or graduate (includes LST and Manchester students).
 - Must have had the same or commensurate class at the Master's or Doctoral level.
 - DMin graduates would qualify for appropriate courses.

- Qualifications for Interpreters and Translators¹
 - Will have demonstrated ability which may be established through certifications and/or direct engagement with faculty, staff and partners who are capable of assessing the level of bilingualism in the required languages.
 - Interpreters and Translators serving as CA, TA or Student support person will meet any other established qualification as deemed appropriate by the Provost Office and program director. *Note: Professors that teach bilingually delivered courses and have TI support may apply for Interpreter/Translator support if neither they nor their TI speaks the second language in which the course is delivered.*

¹ Interpreters mediate languages orally while translators work with written material. (kent.edu)