

Course and Teaching Assistant Policy

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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.
 - 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. Preferably, the student has taken the course or an equivalent prior to serving as a CA. Exceptions can be made in consultation with the Dean and Provost. CAs may be hired to serve to assist students in meeting the requirements for ADA. CAs cannot register for a course they have previously worked in.
 - 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.
 - Teaching Assistant – a PhD or DMin student or graduate (could include students from external religious institutions) employed to assist with teaching a course (limited to 3 hours of direct instruction through lecture). A TA must have completed the same or a commensurate course at the Masters or Doctoral level. DMin graduates may only qualify for certain courses. In addition to all duties assigned to a Course Assistant, Teaching Assistants may also be responsible for grading and facilitating discussions forums, which includes responding to student comments and providing feedback.
 - 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 and translators must demonstrate bilingual proficiency through certifications or direct evaluation by faculty or program directors. Additionally, they must meet additional qualifications as deemed appropriate by the Provost's Office and program director.
 - 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

1. Eligibility for Assistance:

- Online, Synchronous, and Extension Site Hybrid Courses: Courses with 25 or more students qualify for CA or TA support, funded by Asbury Global.
- On-Campus Courses (Wilmore Face-to-Face, Hybrid, Synchronous and Intensive): Courses with 25 or more students (50 or more for team-taught courses) qualify for CA or TA support funded by the School, subject to availability. Exceptions for smaller classes (e.g., preaching courses) may be made if a need is demonstrated.
- Faculty may opt for an additional \$750 payment instead of CA/TA support.
- Requests for CA/TA support are not approved for courses supported by a Teaching Intern.

2. Compensation and Workload:

- Teaching Assistants (TAs):
 - Paid \$1,680 per course (four monthly installments of \$420).
 - Maximum of 140 hours per semester (~10 hours per week).
 - Tasks are limited to course-related activities.
- Course Assistants (CAs):
 - Paid the student worker hourly wage (\$11/hour as of now).
 - Maximum of 100 hours per semester (~7 hours per week).
 - Tasks are limited to course-related activities.
- If any wage increases take place, the exact dollar amounts above may be adjusted by the Provost Office.

3. Language Support:

- The Provost's Office and program directors will determine the need for interpreters and translators for global initiatives.
- Professors teaching bilingual courses with TI support may apply for interpreter/translator support if neither they nor their TI speaks the second language.
- 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.*

4. Faculty Selection of Assistants:

- Faculty may select their own TAs and CAs from qualified candidates.
- Employment is coordinated through the Provost's Office and Employee Services.

5. Training and Evaluation:

- All CAs and TAs must complete job training through Instructional Design or equivalent programs before starting work.
- Faculty, TIs, and TAs are subject to ongoing training and evaluation. For TIs, completion of CD920 and online training (if teaching online) is required. TI reports must be co-signed by a faculty member.
- Doctoral students may participate in teaching but do not replace faculty engagement.
- TAs and CAs will receive some form of FERPA training provided by the Registrar's Office