

# Teaching Assistant and Research Assistant Handbook

## for Faculty, Staff and Students

*The Department of Nutrition offers employment opportunities to undergraduate and graduate students including teaching and research assistantships.*

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### Eligibility Policy

- The Department of Nutrition requires students in the TA/RA programs to be current students

- TA/RA positions paid with non-work-study funds must be current nutrition students
- Students from other departments will be not be matched to a position unless granted work-study funding
- Students in the TA/RA programs must be degree seeking
- Student employment cannot continue after graduation
- Any student whether internal or external to the department must submit a complete application in People Admin within the set hiring timeline and apply for work-study funding

### **Undergraduate Teaching Assistantship Requirements**

- Applicant must be enrolled in at least 6 undergraduate credit hours when holding a teaching assistantship
- Applicant must be willing to interact with and establish a good rapport with students enrolled in the course for which they are applying to be a TA
- Applicant must be meeting Academic Standing Policies set forth for undergraduate students by the Department of Nutrition

### **Undergraduate Work-Study Eligibility**

- A **FAFSA** and completed financial aid file for the academic year are required to be considered for all Federal and State work-study funds, including No-Need State awards
- Student must be registered for 6 undergraduate credits

### **Graduate Teaching Assistantship Requirements**

- Applicant must be enrolled in at least 3 graduate credit hours when holding a teaching assistantship
- Applicant must be willing to interact with and establish a good rapport with students enrolled in the course for which they are applying to be a TA
- Applicant must be meeting Academic Standing Policies set forth for graduate students by the Department of Nutrition

### **Graduate Research Assistantship Requirements**

- Applicant must be enrolled in at least 3 credits hour of graduate nutrition coursework when holding a non-work-study funded research assistantship
- Applicant must be willing to interact with and establish a good rapport with faculty member and other Research Assistants
- Applicant must be meeting Academic Standing Policies set forth for graduate students by the Department of Nutrition
- RAs are not allowed to work on course projects as a part of their assistantship but may work on research that supports or expands upon a course project in a meaningful way

## Graduate Work-Study Eligibility

- A **FAFSA** and completed financial aid file for the academic year are required to be considered for Federal work-study funds
- Student must be registered for 3 graduate credits

## Hiring Policy

- Any student whether internal or external to the department must submit a complete application in People Admin within the set hiring timeline
- Partial and late applications will not be accepted
- Students can typically only hold 1 RA or TA position with the Department of Nutrition at a time. The opportunity for students to hold more than 1 RA or TA position will be determined based on position availability and demand, available funding, and other considerations. Students holding more than 1 RA or TA position can work a maximum combined 20 hours a week.
- Students that are matched to an available position will be notified

## Hiring Timeline

Applications will not be accepted outside of the hiring timeline outlined below

### Fall

- Fall application cycle opens March 1 and closes on April 15
- Faculty will review and rank top 3 between April 16 and April 30
- Student employees will be matched to a position by May 1

### Spring

- Spring application cycle opens October 1 and closes on November 15
- Faculty will review and rank top 3 between November 16 and November 30
- Student employees will be matched to a position by December 1

## Faculty TA/RA Request

- Faculty are required to submit a request for TA and/or RA by March 31 for fall positions and October 31 for spring positions
  - Request Form: [https://msudenver.qualtrics.com/jfe/form/SV\\_ezjH0OHwXGKjgg](https://msudenver.qualtrics.com/jfe/form/SV_ezjH0OHwXGKjgg)
- All full-time faculty requests will be given preference
- Affiliate faculty requests will be honored after full-time faculty requests, budget, etc. are assessed

## Matching Policy and Procedure

- The Office of Student Services is responsible for all matching procedures and will attempt to match faculty with their first-choice student
- Faculty can select and prioritize up to three students that they would like to work with
  - Faculty's top choice for students will be honored on a rotating basis

- Faculty who no longer need their RA or TA are not allowed to match that student with another faculty member – please notify us if you no longer need your student TA or RA so we can match them with an appropriate faculty member based on needs, demand, budget, etc.
- Fall RAs/TAs can continue into spring without an application
- Faculty or continuing students that require a new match in Spring will be matched by the Office of Student Services
- Faculty will be matched with a maximum of 1 TA per course and 1 RA, if available

### Hours Policy and Reporting

- TAs and RAs can work up to 180 hours per semester or earn a maximum of \$3,000, equivalent to 9 hours per week, per position
- Federal Work-Study awards are typically \$3,000, MS will match this award for students not eligible for Federal Work-Study funding
- RA/TA are responsible for tracking hours to ensure they do not go over the 180 hour per semester limit

### Timesheets

- The Webtime Entry Timesheet is to be completed by the employee by the HR designated due date
- The employee must send an email detailing their hours to the Faculty supervisor and copy the Academic Department Coordinator for approval prior to the due date
- The Faculty supervisor will reply all with their approval via email
- Once the documentation is approved by the Faculty member, the Academic Department Coordinator will approve the Teaching/Research Assistant's Webtime Entry Timesheet
- TAs/RAs cannot record hours on Federal Holidays

### Onboarding for Student Employees

<https://temp.msudenver.edu/se/gettingstarted/>

- Completion of the University's Background Check
  - Once you have received and accepted the "Student Employment Agreement" email from [positions@msudenver.edu](mailto:positions@msudenver.edu), the SE Team will initiate an email from HireRight Customer Support using the email address provided in your application.
    - **TIP:** If you have not received an agreement, please contact us at [studentemployment@msudenver.edu](mailto:studentemployment@msudenver.edu) for assistance.
  - Follow the steps in the email to complete and submit the authorization form.
  - Once the Background Check is completed we will update your status in PeopleAdmin.

- Complete the I-9 - Employment Verification Form
  - Use the following link –  
<https://hrx.talx.com/ec/#/login/17682/Template/6c35ea4a-367e-4b3b-b84d-c0bf29fe2e46?Required=True>
  - Note “Forms of Identification” needed to complete the process (see page 4 of packet or list below)
  - Must have one item from List A or a combination of one from List B plus one from List C
- Complete the Employment Packet
  - Student Hourly or Work-Study Employees, please complete the New Student Employee Packet
  - International Student Employees, please complete the New International Student Employee Packet
  - **TIP:** Please save to your desktop or local folder and open from that location to see the digital signature fields.
- Submit your completed Employment Packet via the SE Team Liquid Files Dropbox:  
<https://seureshare.msudenver.edu/filedrop/StudentEmploymentDropbox>
  - Include the following support documents
    - Class Schedule - detailed view showing credit hours from Student Hub
      - During the Fall and Spring semesters, student employees must be enrolled in a minimum of 6 credit hours (unless it is the last semester before the student graduates).
      - During the summer, student hourly employees may be below this requirement but must submit proof of registration for the fall.
        - Students who are below the minimum of 6 credits hours in the summer will be automatically be enrolled in the Student Employment Retirement Plan (SERP). (Exceptions are given to students taking less than 6 credit hours in the last semester before graduation. Please inform HR if this is the case.
    - Work-Study Award - Award information from the Aid by Year screen from the Student Hub
    - A WK(YY) or a WK(SUM) - Work-study Request Form must be submitted to Financial Aid to request/accept awards.
    - Direct Deposit Enrollment
      - A voided check or a letter from the bank with the routing and account numbers must be provided, Bank statements or deposit slips are not valid

- Provide the required acceptable forms of identification necessary to verify employment, to the HR Front Desk in the Jordan Student Success Building, Suite 310
  - Provide one item from List A or one item from List B plus one item from List C.
  - [List of Acceptable Documents](#)
- You will receive a confirmation email with your eligible start date. You may not start or attend any meetings or trainings until this has been received.

### **Onboarding for Academic Department Coordinator**

- Submit Hiring Proposal in People Admin
- Complete and Submit the "Student New Hire Hourly" ePAF for your new employee
  - The SE Team will not approve and apply the ePAF until after we have received all of the employment paperwork and required supporting documents from the employee.
- A Confirmation Email will be sent once the ePAF has been applied and your new employee is active in the system.
  - Your new student employee may not start or attend any meetings or trainings until you receive the confirmation email with their eligible start date.

### **First Day of Work and Next Steps for Student Employees**

- After you have received the confirmation email with your eligible start date, you will need to set your work-schedule with your supervisor.
- First day of work - please watch the following 3 videos regarding the timesheet process and key points in the Student Employment Handbook. After watching the videos please take our brief quiz (PDF) and review your answers with your supervisor.
  - [WebTime Entry Online Timesheets](#)
  - [Paper Timesheets and when they should be used](#)
  - [Student Employee Handbook - Key Points](#)
  - [Video Quiz](#)
- First week of work - familiarize yourself with the Student Employment Portal and the [Student Resources](#) and [Timesheets](#) sections.
- First 30 days of work - you will need to complete the "[Required University Trainings](#)". The Office of Equal Opportunity will send a notification when you have been given access to the trainings.

### **Guide for First Meeting for TAs/RAs with Faculty Supervisor**

- Faculty will provide TAs/RAs with first meeting agenda that includes overview of the course or project for the semester, each team member's role, clear

expectations of common instructional or project goals and mechanisms for consistent communication

- TAs/RAs are encouraged to communicate to their Faculty supervisor any questions, concerns, and goals for their TA/RA experience (e.g. preparing and delivering a guest lecture) during the first meeting and anytime thereafter

### **Department Onboarding Event**

- The Department of Nutrition will host an onboarding event at the beginning of each semester
- Date, time and location of the event will be shared with faculty and TAs/RAs

### **Undergraduate Teaching Assistant Responsibilities**

- Assist faculty in daily and weekly operations of undergraduate or graduate courses
- Assist in grading exams, quizzes, essays, and assignments
- Work with students one-on-one, providing mentorship
- Attend scheduled class times to interact with professor and students

### **Graduate Teaching Assistant Responsibilities**

- Assist faculty in daily and weekly operations of undergraduate or graduate courses
- Assist in grading exams, quizzes, essays, and assignments
- Work with students one-on-one, providing mentorship
- Attend scheduled class times to interact with professor and students
- Assist faculty, when appropriate, with course content creation, lecture delivery, and organization of other course delivery components

### **Graduate Research Assistant Responsibilities**

- Assist faculty in completing research projects including but not limited to assisting with study formulation, data collection, data analysis, and dissemination of results
- Meet with faculty mentor on a regular basis, initiating communication and asking questions when necessary
- Meet with other Department of Nutrition Research Assistants for training and check-ins
- Present research findings at Department of Nutrition Research Day
- Research Assistants are expected to be flexible, able to work independently, and open to learning and taking initiative

### **Teaching Assistant Evaluation**

- Faculty Supervisors will ensure TA quality throughout the semester by scheduling weekly meetings
- Faculty Supervisors will provide the TA with an evaluation at the end of the semester

- TAs who deliver a guest lecture may also obtain teaching evaluations from students in the course
  - Teaching evaluation forms are available upon request

### **Research Assistant Evaluation**

- Faculty Supervisors will ensure RA quality throughout the semester by scheduling weekly meetings
- Faculty Supervisors will provide the RA with an evaluation at the end of the semester

### **Support for TA/RA Concerns and Problems**

- Establishing clear roles and expectations early in the semester can go a long way towards diminishing difficulties between a Faculty Supervisor and their TA/RA
- Faculty Supervisors should have an open and honest dialogue with a TA/RA who is not performing their expected duties
- If the dialogue with the TA/RA does not result in a satisfactory improvement in performance a formal complaint can be routed to the Department Chair