

Teaching Assistant (TA) and Research Assistant (RA) Handbook for Faculty Supervisors 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 with a declared nutrition major or admitted into the Master of Science in Nutrition and Dietetics Program
 - TA/RA positions paid with non-work-study funds must be current nutrition students
 - Students from other departments or programs will 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 Workday within the set hiring timeline and apply for work-study funding

Undergraduate TA 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 and faculty 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 TA Requirements

- Applicant must be enrolled in at least 3 nutrition 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 and faculty 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 RA Requirements

- Applicant must be enrolled in at least 3 credits hour of graduate nutrition coursework when holding a research assistantship
- Applicant must be willing to interact with and establish a good rapport with faculty member and other RAs
- 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 Workday 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

Summer

- Summer TA/RA positions are not permitted in the Department of Nutrition

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_ezjH0OHwXGKijgg
- All full-time faculty requests will be given preference
 - Faculty are allowed 1 TA and 1 RA per semester
- Adjunct 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 and 1 RA, if available

Hours Policy and Reporting

- TAs and RAs can work up to 164 hours per semester or earn a maximum of \$3,000, equivalent to 10 hours per week, per position
- Undergraduate TAs must have a Work-Study award
- Graduate TA and RAs that are not eligible for Federal Work-Study funding will be provided \$3,000 by the MSND to match the typical FWS award
- RA/TA are responsible for tracking hours to ensure they do not go over the 164 hour per semester limit

Timesheets

- Students are required to clock in and out for every shift. Students cannot edit time after submission.
- The timesheet is to be submitted in Workday by the employee by the HR designated due date posted on the [Student Employment Website](#).
 - Late timesheets will not be approved, and students must notify the Department of Nutrition's Academic Department Coordinator to add past due hours to the next time sheet
- 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 supervisor, the Academic Department Coordinator will approve the TA/RA's timesheet in Workday
- TAs/RAs cannot record hours on Federal Holidays

Timesheet Resources

- [Employee Time Tracking Enter Time Job Aid.pdf](#)
- [Employee Time Tracking Enter Time Student-Hourly Video.mp4](#)

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 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 TA 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
- To take up other projects as defined by faculty mentor

Graduate TA 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
- To assist with other projects as defined by faculty mentor

Graduate RA 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 RAs for training and check-ins
- Present research findings at Department of Nutrition Research Day
- RAs are expected to be flexible, able to work independently, and open to learning and taking initiative
- To assist with other projects as defined by faculty mentor

TA 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
 - [Undergraduate TA Performance Evaluation](#)
 - [Graduate TA Performance Evaluation](#)
- TAs who deliver a guest lecture may also obtain teaching evaluations from students in the course
 - Teaching evaluation forms are available upon request

RA 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
 - [Graduate RA Performance Evaluation](#)

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