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DEPARTMENT OF MATHEMATICS AND STATISTICS GRADUATE TEACHING ASSISTANT POLICIES

I. INTRODUCTION

This handbook sets forth some of the requirements regulating the teaching and classroom management of Graduate Teaching Assistants (GTAs) in the Department of Mathematics and Statistics here at

** You will be required to review student grades with your Course Coordinator before submitting final grades. This may occur with your entire coordination group or individually. You need to stay in Flagstaff until this meeting occurs. Please speak with your specific Coordinator regarding the final grading schedule for your course.

students in setting up their Comprehensive Oral Examination Committee or Research Committee.

GRADUATE OPERATIONS COMMITTEE

This committee oversees most academic issues for graduate students in the department. GTAs will be introduced to the chair of this committee, the Graduate Coordinator – for 2024-2025, Dr. Jeff Hovermill – and should address questions to them concerning advisor changes, transcript issues, degree requirements, course availability, thesis and oral exam possibilities, and any other academic questions that cannot be answered by an Academic Advisor.

COURSE COORDINATOR

Each GTA will teach one of the

The following are some of the requirements to which GTAs must adhere in their teaching and classroom management. All other pertinent policies mentioned in other official documents of the Department of Mathematics and Statistics and Northern Arizona University must also be followed by GTAs. **Failure to adhere to these policies and otherwise maintain an acceptable level of professionalism will result in an Incident Report (See Appendix 2). Accumulating numerous incident reports could lead to a withdrawal of the assistantship.**

1. GTAs must be on time to teach all their classes. GTAs **must** be in the classroom at least 5 minutes before class is scheduled to begin so that class can start on time. Classes must also end on time; students will not be let out early nor will they be held late.

If a GTA co-teaches a course in the LMC and must miss a class session due to an unforeseen circumstance (illness, emergency, etc.), they should email their Course Coordinator, co-teacher, GTA Coordinator (Jeffrey.Rushall@nau.edu), and LMC Director (Gina.Nabours@nau.edu).

If a GTA solo teaches a course in the LMC and must miss a class session due to an unforeseen circumstance (illness, emergency, etc.), they should email their entire coordination team to find a suitable replacement, copying both the GTA Coordinator (Jeffrey.Rushall@nau.edu) and LMC Director (Gina.Nabours@nau.edu).

If a GTA teaches a course in Adel and must miss a class session due to an unforeseen circumstance (illness, emergency, etc.), they should email their entire coordination team to find a suitable replacement and copying both the GTA Coordinator (Jeffrey.Rushall@nau.edu) and the Department of Mathematics and Statistics (AdelMathematics@nau.edu).

2. GTAs are required to hold regularly scheduled office hours (for Adel courses) or lab hours (for LMC courses) to provide further assistance to their students. GTAs are expected to be physically available to their students during their regularly-scheduled lab and office hours—no online or phone-in office hours are permitted. Missing any office or lab hours without prior notice is prohibited.

If a GTA works in the LMC Lab and must miss scheduled lab hours for any reason (appointment, illness, emergency, etc.), they should offer their shift on the WhenToWork trade board and email fellow GTAs in an effort to get the shift covered, copying the LMC Director (Gina.Nabours@nau.edu), the Academic Program Coordinator (annie.boyd@nau.edu) and the front desk (Lumberjackmathcenter@nau.edu). They should meet with the LMC Director upon their return to schedule make-up hours.

If a GTA teaches in Adel and must miss scheduled office hours, they should email their students, copying the Course Coordinator and AdelMathematics@nau.edu to notify the department as well.

3. Most GTAs will be scheduled to proctor exams in the LMC Testing Room.

If a GTA is scheduled to work in the LMC Testing Room and must miss their shift due to an unforeseen circumstance (illness, emergency, etc.), they should offer up their shift on the WhenToWork trade board and email fellow GTAs to cover the shift, copying the Program Coordinator (annie.boyd@nau.edu), the front desk (Lumberjackmathcenter@nau.edu) and the LMC Director (Gina.nabours@nau.edu). They should meet with the LMC Director upon their return to schedule make-up hours.

4. GTAs must attend all regularly scheduled meetings held by their Course Coordinator (weekly) and the GTA Coordinator (monthly). The monthly GTA meetings during the fall semester of 2024 will be on Fridays from 4:15-5:30 in Adel 164, on September 6, October 4, November 1, and December

6. Each monthly meeting will be designed around a specific task each GTA must complete before the meeting (peer observations, trying new teaching strategies, etc.). The GTA monthly meeting tasks will be given to all GTAs at the start of the semester.
5. GTAs are required to maintain an active working relationship with their Course Coordinator. Course Coordinators will either provide course teaching materials or support GTAs and instructors in creating their own. Any documents created by GTAs must be approved for classroom implementation by their Course Coordinator prior to distribution. Course Coordinators must also approve mid-semester and end-of-semester grades before they can be submitted by a GTA.
6. GTAs are expected to enforce policies in their classrooms, the LMC Lab, and LMC Testing Room, when applicable. These include (but are not limited to) policies on food, headphones, cell phone use, and academic integrity. The steps to be taken if a student violates the [Academic Integrity Policy](#) are detailed elsewhere.
7. GTAs must be aware of and hold to the guidelines for distributing student information determined by the Family Educational Rights and Privacy Act (FERPA). Online FERPA training is provided through the university and must be completed before GTAs can access important course information, such as class rosters. Access to this report can be found in the GTA Training Canvas Module.
8. GTAs must complete an online NAU CERT (Conduct, Ethics, Reporting and Transparency) Report annually. Access to this report can be found in the GTA Training Canvas Module.
9. Northern Arizona University requires that an instructor have a course syllabus, to be distributed to students on the first day of class. The Course Coordinator will provide the syllabus for all GTAs.
10. Each Course Coordinator will provide instructions for grade record keeping for their specific course. The GTAs must update grades for students each week.
11. To provide important and timely feedback, GTAs must return all assessments, written assignments, and projects to students as quickly as possible, except for the Final Exam. **Copies of Final Exams are never returned to students.** If a student would like to see their graded Final Exam, please direct them to your Course Coordinator. After submitting course grades, GTAs must clearly label and organize graded Final Exams and give them to the department office or LMC office.
12. The department makes every effort to equip all faculty with enough resources and facilities to provide excellent instruction to its students. Nevertheless, it is the responsibility of each instructor to be conscientious in their use of department resources, minimizing waste, and seeking ways to limit the use of department supplies and equipment.
13. GTAs must adhere to all applicable policies of the department and university. For more information, see the section titled *Ethics and Professionalism* of the Office of Graduate and Professional Studies College Graduate Assistantship Handbook at http://www2.nau.edu/gradcol/GA/GA_Handbook.pdf
14. Additional important information for all NAU graduate assistants to be aware of and understand, including University Requirements, Rights and Privileges of GAs, and Grievance Procedures for GAs is available at <https://nau.edu/wp-content/uploads/sites/14/GA-Handbook.pdf>

improving the quality of instruction you provide.

1. *Understand the syllabus.* The syllabus can be thought of as a contract between the instructor and the students, so careful attention is paid to the details which are included in it. Questions or concerns students have regarding course policies and procedures are often addressed in the syllabus, reducing decisions and difficulties that may arise during the semester. (Examples include policies about makeup tests, cell phones, calculators, and extra credit.) **Students are expected to clearly understand these policies.**
2. *Strive to make the first day of class a clear reflection of the structure and nature of the overall course.* First impressions are especially important, and **students often draw strong conclusions about a course or instructor after the very first day.** At a minimum on the first day, GTAs should call roll; distribute, review, and answer questions on the syllabus; and provide

or abbreviations, and only using these when they are preceded by a careful explanation; clearly labeling drawings and graphs and annotating examples with pertinent references and reminders; distinguishing between different categories of text (*e.g.* definitions, theorems, examples, etc.); and **writing *everything* you expect the students to know and remember on the board.**

8. *Be conscientious*

behavior, failure to fulfill required duties, unsatisfactory performance, etc. Except in cases of the most serious violations, the GTA will be given an opportunity to correct any problems that arise. When necessary, every effort will be made to support GTAs in improving their performance. Repeated issues with GTAs who are unable to improve their performance will be documented and shared with the Graduate Operations Committee and the Department Chair. A consistent pattern of poor performance may lead to the termination of the GTA's appointment.

5. Completing and discussing pg. 1 of the [NAU GA Evaluation packet](#) annually.

APPENDIX 1: GTA Observation Form

Your Name	
	Semester Date

Approximate number of students present

Briefly comment on these aspects/features of the class you observed:

GTA's punctuality

GTA's demeanor

Organization and delivery of course content

Student engagement

Other observations

Some specific things this GTA could improve upon

Overall summary

APPENDIX 2: Incident Report

Your Name	
	Semester Date

Note: If multiple GTAs were involved in a single incident, please complete a separate form for each GTA

Description of Incident

Are you aware of any previous occurrences of this or related incidents involving this GTA? If so, briefly describe the details of any previous occurrences.

Briefly describe the resolution of and/or plan of action discussed to address the incident documented above.

Please promptly submit this form to the GTA Coordinator.

Note: Repeated or serious incidents must be reported (via the most immediate form of communication possible) or to mwf