

# Instructional Course Support Allocation Procedure

Approved: June 09, 2025 / Effective: July 1, 2025

*Note: Approved by Council 06/09/25 and  
Presented at Faculty Meeting on 06/18/25 (also included in Faculty Meeting Minutes)*

## Overview

Instructional support (TAs/Readers) is available only for undergraduate courses in Chemistry and Biochemistry. For cross-listed courses, only enrollment in the Chemistry and Biochemistry undergraduate section is considered when allocating support. For courses with past enrollments that would have been assigned TA or reader support based on prior overall enrollments, the department will contact the partnering department to explore additional funding. If enrollment in the non-Chemistry section significantly impacts teaching and no outside support is available, we can discuss limiting that section's enrollment. These conversations must take place before the course scheduling process begins.

## TA Support

### Undergraduate Lecture courses

- 25% FTE :
  - Assigned to courses with 2-3 discussion (DI) sections per week OR
  - Courses with at least 1 DI section per week and enrollment between 51-160 (at the time of assignments, ~ 6 weeks prior to start of quarter).
- 50% FTE :
  - Assigned to courses with 4-5 DI sections per week
- Courses that do not fall under these circumstances should refer to Reader (Proctor/Grader) support guidelines below.

### Undergraduate Lab courses

- Courses are assigned one 50% TA per lab section
- Courses requiring additional support (e.g., CHEM 105A, CHEM 100B) may receive extra TAs due to chemical safety and/or instrumentation concerns with space constraints.
- When an individual instructor teaches two or more lectures of the same course within the same quarter, and each lecture has 10 or more associated DI sections, the course will be assigned an additional "Senior TA" to assist with workload and organization.

### Additional Considerations

- All TA appointments need to be either 25% or 50%.
- Enrollment trends are monitored year-round to evaluate projected needs.
- If enrollment is low and TAs are not yet assigned, Ed Ops will consolidate sections when feasible during second-pass enrollment.
- TA contracts are typically sent out one month before the quarter begins.

## Reader Support (Proctors/Graders)

### Proctor Support

- Available when the TA/instructor ratio is below 1 per 100 students in an exam.
- If resources are limited, priority is given to courses with exams in multiple rooms.
- Instructors must check the Triton Testing Center Proctor Pool availability before submitting proctor requests.

### Grader Support

- Courses with no DI hours and at least 50 students qualify for up to 25% reader support (max 10 hrs/week, not exceeding 110 hrs/qtr). The enrollment number is captured on Monday of week 2.
- If funding allows, courses with TAs whose workload is expected to exceed 20 hours/week may receive up to 5 additional grader hours per exam.
- Upper-division courses with **no assigned TA** and an enrollment of **30 or more students** may be eligible for **up to 20 hours of grader support for the quarter**.
- For lab courses, support is only available to support grading exams.

### Assignment Priority Guidelines

#### Primary Priority

1. First-year Chemistry/Biochemistry PhD admits (3-quarter TA requirement)
2. Chemistry/Biochemistry PhD students with campus-guaranteed funding and essential need (approved through Council). \*\*
3. 2nd-5th year Chemistry/Biochemistry PhD students (regular and direct admit)

#### Secondary Priority

4. Non-departmental PhD students with campus-guaranteed funding and a Chemistry/Biochemistry faculty advisor
5. 6th+ year Chemistry/Biochemistry PhD student within financial support limits
6. Chemistry/Biochemistry MS students (Thesis Track) with a faculty advisor.
7. Chemistry/Biochemistry MS students (Coursework Track) or Thesis Track with a non-Chem faculty advisor.
8. PhD/MS students outside the department
9. Chemistry/Biochemistry undergraduates
10. Undergraduates from other departments

#### Additional Considerations

- To be fully considered, TA applicants must submit their application by the quarterly deadline.
- TA assignments generally follow a priority order, but course and instructor needs also influence placement. TA priority levels may also be adjusted based on prior experience, performance, and evaluations.

- MS and undergraduate students are prioritized for hourly Grader positions, as PhD students generally require salaried appointments as part of their funding packages.
- Student Affairs may consult EdOps to approve exceptions based on course demands, faculty needs, or individual student circumstances.

**\*\*Priority TA Funding Request Procedure**

1. Fund managers are encouraged to contact student affairs with a list of students who are expected to be TAs. However, if the lab requires priority TA funding, **the PI** must contact the MSO at least two months before the quarter starts so that faculty leadership can review the request. PIs may also submit requests for non-chem PhD students.
2. The MSO will send the quarterly list of prioritized students to Student Affairs.
3. Eligible students must still apply for TAs by the TA application deadline.
4. PI cannot take summer salary for summer TAs