TA Sharing Plan – Call for Nominations

Award Details
Positions in each unit: 3
Units: Biology, Chemistry, Physics

The Graduate School will coordinate the sharing of AY 2018-2019 TAs across graduate programs using TA lines which have been offered in the past on an ad hoc basis to meet increased undergraduate teaching needs and funded either through college resources or through resources provided centrally by the office of Academic Affairs.

The Graduate School will provide tuition and insurance support for these one year TA positions to create an assistantship package comparable to the authorized positions held by the Graduate School for TAs appointed in the teaching unit. TAs selected through this process must commit to the full year of the shared TA appointment and will be obligated to fulfill all duties normally expected of TAs in the teaching unit including participation in any orientation program as well as laboratory preparation/organizational meetings.

Eligibility
New applicants or students in their first year of graduate study either in or outside the teaching unit. Nominees must meet minimum specified teaching qualifications (see additional requirements regarding eligibility).

Nomination Procedure
All nominations must include a Letter of Support which describes the qualifications of the student and should not exceed one page. Initial nominations will be made by the Graduate Coordinator of the student’s home unit to the Graduate School. The Letter of Support will be forwarded to the teaching unit along with copies of transcripts and resumes from the student’s file in the Graduate School as they are received.

The teaching unit will review all nominees and make a recommendation to the Graduate School for each including the classes that s/he is qualified to teach. Once the teaching unit has selected qualified nominees, the Graduate School will request the research qualifications of the faculty mentor and capacity of the unit to support the student following the one year TA from the units with successful nominations to aid the Executive Committee in making the final selection.

Selection Process
Awards will be distributed competitively based on the selection criteria listed below. The “Shared TAs” will be selected through a cooperative process between the Graduate Executive Committee, chaired by the Vice President for Research and Dean of the Graduate School and including the Associate Vice President for Research and Graduate Studies, Assistant Vice President for Graduate Studies and Senior Associate Dean, six elected members from the Graduate Board, and the teaching unit.

Selection Criteria
Selection for this award will be based on student’s academic qualifications as well as the program’s (or advisor’s) ability to support the graduate student following the TA appointment year.

Nominating Unit Deadline
All nominations must be submitted by the Unit’s Graduate Coordinator to Debbi Clements - debbi.clements@maine.edu with the subject line “Shared TA Nomination”. The nomination deadline for first year students is Friday, January 12, 2018 at 4:30PM EST. The nomination deadline for new applicants is Friday, February 9, 2018 at 4:30PM EST. Students or advisors must contact the Graduate Coordinator of their unit for internal nomination deadlines.

Notification
Award recipients in their first year of study will be announced by Friday, February 2, 2018, via mail with copies to the student’s advisor, graduate program coordinator, and teaching unit. Award recipients newly admitted will be announced by Friday, March 9, 2018, via mail with copies to the student’s advisor, graduate program coordinator, and teaching unit.
Department of Physics Teaching Assistant

Expected Academic Background
A teaching assistant in the Department of Physics and Astronomy has to have the necessary skills in physics and mathematics to teach confidently and creatively.

Minimum Requirements
- Regardless of the class, we expect that a teaching assistant’s conceptual understanding of the physics will be coupled with the mathematical skills required to build a model of a situation as appropriate for a given class.
- Mastery of algebra, calculus, and multi-dimensional analysis are required.

Duties and Responsibilities
Typically, teaching assistants are part of the introductory courses for engineers, engineering technology, astronomy, or life sciences students. Students will typically teach laboratories and grade lab reports, teach problem solving and grade homework problems, or teach small-group tutorials and grade conceptual homework problems.
Department of Chemistry Teaching Assistant

Courses
Graduate students who are not Chemistry graduate students likely will teach general chemistry laboratories (CHY 123, CHY 124 and CHY 133).

Expected Academic Background
- The quintessential role of a TA in a chemistry laboratory is safety, and this requires an excellent understanding of chemistry.
- A solid understanding of chemistry and how to facilitate lab work safely are essential skills used by the TA to act autonomously, if the need arises, in response to an accident in the laboratory.

Minimum Requirements to Teach General Chemistry Labs
- Science or engineering undergraduate degree that must include:
  - One year of General Chemistry
  - One year of Organic Chemistry
- Additional laboratory experience in chemistry or a closely related field is preferred.

Weekly Workload
The workload for Chemistry TAs averages 20 hours per week, based on a 15-week semester. TA duties vary somewhat week to week with some activities occurring periodically and others occurring weekly.

Duties and Responsibilities
- Teach three laboratory sections per week in fall semester. Teach two laboratory sections per week in spring semester and one laboratory section in the summer session. Depending on projected summer needs, some TAs teach three sections in the spring and do not teach in the summer. Each laboratory section typically has 16-22 students.
- Labs are held in Aubert Hall at 2:10-5:00 PM. There are a few morning labs also.
- To allow TA scheduling, all general chemistry TAs must be available every afternoon, Monday-Friday, 2:00-5:00 PM and Mondays 12:10-1:30 PM.
- Participate in a general chemistry TA “boot camp” (7-10 hours of training). The boot camp may occur in the week before the semester begins or in the first week of the semester.
- Complete the Department of Chemistry safety training program in addition to the University of Maine safety training.
- Take CHY 502 (a 1 credit course for general chemistry TAs; meets Mondays 12:10-1:30 PM). Complete homework assignments for the CHY 502 course (fall semester). Course taken fall semester only.
- Attend a 1.5 hr weekly TA meeting (Monday 12:10-1:30 PM) at which safety and lab techniques and issues related to specific labs will be discussed.
- Prepare for upcoming lab experiments and have laboratory and breakout room prepared in advance for students’ arrival.
- Provide pre- and post-lab lectures and work sessions.
- Be responsible for teaching safe chemical practices, maintaining a safe laboratory and be able to respond appropriately to a laboratory accident.
- Be knowledgeable with and able to demonstrate all lab techniques and instrument and software use (e.g. pH meters, UV-Vis spectrometers, IR spectrometers, Inter-Chem-Net).
- Grade pre-lab work, laboratory reports and other assignments. Grading involves use of an online website to download student work, upload graded work, and post grades.
- Proctor and help grade general chemistry exams (midterms and final) for lecture instructors.
- Maintain weekly office hours and be willing to make alternative arrangements to meet with students who have schedule conflicts with the posted office hours.
Department of Biology Teaching Assistant

BIO 100 – Basic Biology

Course Description
An introduction to the following fundamental topics in biology: the structure and function of cells, the molecular basis and mechanisms of genetic inheritance, concepts in evolution, mechanisms of metabolism, and ecology. Open to students in all colleges, but limited to students in programs requiring this course or intending to take additional biology courses.

Required Academic Background
- Life science undergraduate degree, or enrollment in a life science graduate program
- Familiarity with basic laboratory equipment
- Ability to foster a collaborative learning environment, including providing constructive criticism when needed
- Basic knowledge of statistics and previous teaching experience are preferred, but not necessary

Duties and Responsibilities
- Being in charge of three lab sections, each of which is two hours long and hosts 16-18 students
- Responsible for lab-specific instruction and communication with own students
- Grading lab reports, weekly lab presentations, poster presentation, and poster oral exam
- Maintaining regular weekly office hours (60 min)
- Reading the lab manual and preparing their own teaching notes for lab
- Proctoring lecture exams that occur outside of class time, as their schedule permits
- Proctoring one final exam during Finals Week
- Attending weekly meetings for 60 minutes to prepare for upcoming week's labs
- Participating in grading calibration sessions twice during semester
- Completing the annual general safety training web course, as well as the on-site area specific safety training and spill response training
- All TAs are strongly encouraged to attend BIO 100 lectures; beginning TAs are also encouraged to observe more experienced TAs in lab
- TAs are not responsible for lab set up or breakdown but may be asked to fill in for missing colleagues, with sufficient notice

Additional Information
Applicants for this position may also be considered for teaching assistantships in 300- and 400-level courses, based on their qualifications and on current teaching needs. No separate application is necessary.

BIO 200 – Biology of Organisms

Course Description
An introduction to functions (physiology) and structures (anatomy, morphology) of animals and plants stressing basic physiological processes and adaptations to the environment. Equal attention is given to plants and animals.

Required Academic Background
- Life science undergraduate degree, or enrollment in a life science graduate program
- Familiarity with basic laboratory equipment
- Ability to foster a collaborative learning environment, including providing constructive criticism when needed
- Basic knowledge of statistics and previous teaching experience are preferred, but not necessary
Duties and Responsibilities
- Being in charge of two lab sections, each of which is three hours long and hosts 16-18 students
- Responsible for lab-specific instruction and communication with own students
- Grading lab reports, weekly lab-presentations, and final oral presentation
- Maintaining regular weekly office hours (60 min)
- Reading the lab manual and preparing their own teaching notes for lab
- Proctoring lecture exams that occur during class time.
- Proctoring one final exam during Finals Week
- Attending weekly meetings for 60 min to prepare for upcoming week's labs
- Participating in grading calibration sessions twice during semester
- Completing the annual general safety training web course, as well as the on-site area specific safety training and spill response training
- All TAs are strongly encouraged to attend BIO 200 lectures; beginning TAs are also encouraged to observe more experienced TAs in lab
- TAs are not responsible for lab set up or breakdown but may be asked to fill in for missing colleagues, with sufficient notice

Additional Information
Applicants for this position may also be considered for teaching assistantships in 300- and 400-level courses, based on their qualifications and on current teaching needs. No separate application is necessary.

BIO 208 – Anatomy and Physiology

Course Description
BIO 208 focuses on the structure and function of the human body. It is taken by students from a variety of majors, many of whom are interested in health-related careers.

Required Academic Background
- Life science undergraduate degree, or enrollment in a life science graduate program
- Familiarity with basic laboratory equipment
- College-level course work in chemistry (at least one semester) and general biology (at least two semesters)
- Ability to foster a collaborative learning environment, including providing constructive criticism when needed
- Course work in animal anatomy or physiology, especially with an emphasis on humans, is preferred, but not necessary

Duties and Responsibilities
- Being in charge of three lab sections, each of which is two hours long and hosts 20-21 students
- Responsible for lab-specific instruction and communication with own students
- Grading lab reports, quizzes, homework, and lab exams
- Maintaining regular weekly office hours (60 min)
- Proctoring lecture exams
- Attending weekly meetings for 60-120 min to prepare for upcoming week's labs
- Completing the annual general safety training web course, as well as the on-site area specific safety training and spill response training
- Staffing three open lab periods

Additional Information
Applicants for this position may also be considered for teaching assistantships in 300- and 400-level courses, based on their qualifications and on current teaching needs. No separate application is necessary.
**BIO 223 – Biology: A Living Science Laboratory**

**Course Description**
BIO 223 is a laboratory course accompanying a non-major biology course (BIO 221 – Biology: A Living Science). It is focused on examination of the processes and principles of science across disciplines. Exercises are presented from topics such as ecology, evolution and cellular biology.

**Required Academic Background**
- Life science undergraduate degree, or enrollment in a life science graduate program
- Familiarity with basic laboratory equipment
- Basic knowledge of statistics
- Ability to foster a collaborative learning environment, including providing constructive criticism when needed
- Previous teaching experience is preferred, but not necessary

**Duties and Responsibilities**
- Being in charge of three lab sections, each of which is two hours long and hosts 18 students
- Responsible for lab-specific instruction and communication with own students
- Grading lab reports, quizzes, homework, and lab exams
- Maintaining regular weekly office hours (60 min)
- Meeting with the course coordinator on a weekly basis in order to prepare for weekly labs, and to discuss any issues with content, grading, or aspects of student performance
- Preparing for the content of the lab prior to teaching it
- Reporting to the lab earlier than the start time to make sure that all components are available for student activities on a given lab day
- Providing students with feedback on assignments in a timely fashion, in order to maximize student improvement
- Attending lecture as needed
- Completing the annual general safety training web course, as well as the on-site area specific safety training and spill response training

**Additional Information**
Applicants for this position may also be considered for teaching assistantships in 300- and 400-level courses, based on their qualifications and on current teaching needs. No separate application is necessary.