TA Sharing Plan – Call for Nominations

Award Details
Positions: 5
Unit: Mathematics

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 Assistant Vice President for Graduate Studies and Senior Associate Dean and including six elected members from the Graduate Board, and the teaching unit hiring the TAs.

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”. Review of nominations will begin immediately.
Department of Mathematics and Statistics Teaching Assistants

**Expected Academic Background**
A teaching assistant in the Department of Mathematics and Statistics has to have the necessary skills in mathematics to explain confidently and clearly the mathematics concepts in the course involved.

**Minimum Requirements**
- **MAT 108** - A degree in a STEM field with successful completion of a course at the level of Calculus I. At least a minor in education or current enrollment in an education-related program.
- **MAT 122** Precalculus – A degree in a STEM field with mathematics coursework equivalent to a minor in mathematics. Experience tutoring or assisting in a course at the precalculus level. Experience with collaborative learning classrooms is preferred.
- **MAT 126** Calculus I – A degree in a STEM field with mathematics coursework equivalent to a minor in mathematics. A major in mathematics is preferred. Experience tutoring or assisting in a course at the calculus I level.

**Duties and Responsibilities**
- Average 20 hours per week of preparation, instruction, individual assistance, and grading. Enrollment in the department’s TA seminar for those who have not previously taken it.
  
  Specifically:
  - **MAT 108** – Assisting a math dept faculty member teaching one section of the course. Teaching the second section of the course.
  - **MAT 122 & MAT 126** – Each week the TAs will teach recitation sections on Tuesdays and/or Thursdays; in MAT 122 these will be 4 recitations of 75 minutes each; in MAT 126 these will be 6 sections of 50 minutes each. Working 3 hours per week in Math Lab.