



COLLEGE OF  
ARTS AND SCIENCES

Biology

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THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

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## Learning contract for BIOL 292: Teaching assistant in biology (TA-ship for lecture courses)

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After filling in this form, download it and save it, and then upload it in the college Online Learning Contract Management system.

Name:

PID:

Email:

Course in which you will serve as a teaching assistant: \_

When did you take that course yourself?: \_

What grade did you receive in that course?: \_

List the semesters in which you have taken BIOL 291 (Teaching apprentice in biology):

List the semesters in which you have previously taken BIOL 292, if any. (You may take BIOL 292 a maximum of three times):\_

Describe your goals and expectations for this course this semester:

### Expectations and requirements for your section of BIOL 292:

**Time Commitment:** TA work should average **no more** than 6-8 hours per week.

**Duration of Contract:** This assistantship will be from the first day of classes until three days after the end of final exams, unless released earlier by the course instructor.

### Responsibilities of the TA:

- Attend training sessions specified by the course and /or the Biology Department.
- Attend organizational meetings as necessary with faculty and peer instructors
- Assist lecture professors with proctoring, grading, record maintenance, and photocopying and scanning of exams, quizzes and other class materials according to instructions
- Help lecture professors with pedagogical logistics
- Grade exams, quizzes, assignments, and other assignments, making them available to students within a reasonable time period. TAs must complete the online FERPA training (<https://sakai.unc.edu/portal/site/unc-ferpa-training>) if not previously completed.

- Hold office hours as needed for students (by appointment if requested). Send out announcements as necessary. Respond to students by email in a timely fashion (within a day or two). Send notes of encouragement and advise as needed.
- Attend lectures, if applicable

#### **Responsibilities of Course Instructor:**

- Meet with TA for training and to discuss specific responsibilities/expectations prior to the first day that UIA teaches.
- Be available to TA for assistance concerning course content, criteria for exams and grading, and any special problems.
- Meet weekly or as needed with TA for course planning sessions.
- Meet to evaluate TA performance prior to the mid-term and end of semester and provide feedback.

#### **Performance Standards:**

The TA is expected to attend to the above responsibilities with skill and professionalism in demeanor and appearance. They should discuss problems or conflicts with the course instructor promptly, so that potential solutions may be found. If the UIA is not performing in a satisfactory manner, the course instructor will issue a verbal warning, followed by a written warning. Verbal and written warnings should be documented with department HR. Continued poor performance after a written warning can result in the termination of this contract.

#### **Stipend:**

Your stipend of \$1000 will be paid to you in monthly installments via direct deposit on the last business day of each month January-May. You are required to set-up a direct deposit account via ConnectCarolina. Payroll is processed through the Department of Biology.

Questions about issues with pay should be directed to the graduate student services manager, Kenlyn Merritt ([kenlyn@email.unc.edu](mailto:kenlyn@email.unc.edu))

#### **Eligibility & Early Termination:**

You must be a fully-enrolled, degree seeking, on-campus student to remain eligible for this assistantship. If you become academically ineligible or leave this position prior to the completion of the semester, this will be considered an early termination of this contract. In the event of an early termination, whether for these reasons or for those stated above in “Performance Standards,” you are entitled to payment for your services up to the day of the termination of the contract.

#### **Community, Climate, and Culture:**

The Department of Biology believes that community, climate, and culture are crucial to our pursuit of academic excellence and is deeply committed to creating and maintaining an inclusive, welcome community. We support UNC’s mission to “discover, create, transmit, and apply knowledge to address the needs of individuals and society.” Per the UNC Policy Manual, “accomplishing the former—addressing the needs of individuals—requires that each be treated as an individual deserving of dignity and inclusion.”

Your course instructor should be your first point of contact for questions or concerns you may have during your assistantship. If you feel you need to reach out to someone else in the Department, the following contacts are available to help you:

- Amy Maddox, Associate Chair for Academic Affairs - [akshaub@email.unc.edu](mailto:akshaub@email.unc.edu)
- Kevin Slep, Associate Chair for Community, Climate, and Culture [kslep@bio.unc.edu](mailto:kslep@bio.unc.edu)
- Derek Cain, Associate Chair for Business Administration – [dlcain@unc.edu](mailto:dlcain@unc.edu)
- Jennifer Mackey, HR Specialist - [jmackey@email.unc.edu](mailto:jmackey@email.unc.edu)
- Summer Montgomery, Undergraduate Student Services - [sundance@unc.edu](mailto:sundance@unc.edu)

If any issue arises in your workplace that makes you feel uncomfortable and you need help from outside the department, [Safe At UNC](#) and [The University Ombuds Office](#) are both valuable resources.

By filling in and uploading this document to the online learning contract management enrollment system, I acknowledge that I agree to undertake and fulfill the requirements listed above.