

## **TA Consultant (TAC) Application**

**\*\*\* This appointment is pending funding approval by OID**

**\*\*\* Deadline: 3:00pm, Friday, March 24, 2017**

### **Appointment**

1. The TA Consultant must be an experienced TA in the Department of Anthropology, and must be enrolled for the term(s) of appointment. The TA Consultant has a primary obligation to TAs, but must be capable of communicating with all members of the department.
2. The appointment of a TAC for the 2016-17 academic year is subject to funding approval from the Office of Instructional Development (OID). This has traditionally been a 1 quarter appointment at 50% time.

**Job Description:** The TA Consultant is the liaison between the TA Training Program / Office of Instructional Development and the Department. The appointment carries obligations to both the administrative program and the department.

### **Some of the things TAC's Do**

1. OID requires all departmental TACs to attend a one day workshop in spring quarter. OID requires all departmental TACs to attend the TAC Seminar given by the Campus-wide TA Coordinator in Fall Quarter.
2. Plan and conduct the Anthropology TA Workshop Week prior to the beginning of Fall Quarter. It is expected the Workshop will take place during the week of September 12, 2016.
3. Teach Anthropology 495, Teaching Anthropology, in Fall Quarter
4. Discuss with TAs principles of good teaching and how to put them into action in the classroom
5. Discuss issues specifically related to the TA's position (e.g. how to cooperate with professors, how to lead effective discussion sections, how to coordinate grading with other TAs)
6. Inform TAs of University and Department resources that are available to them (e.g. Student Psychological Services, Office Of Students with Disabilities, Office of Instructional Development)
7. Discuss University policy with TAs (e.g. relating to cheating and plagiarism, grading, sexual harassment)
8. Discuss with TAs skills that are specific to teaching in anthropology
9. Discuss departmental policy and procedures with TAs
10. Be available to consult with TAs on an individual basis about problems, questions, or concerns they may have
11. Hold office hours for TAs
12. Collect and organize relevant teaching materials for sharing among TAs
13. Encourage departmental faculty to participate in training TAs
14. Help TAs to evaluate themselves by arranging videotaping of class sessions, classroom observation, or helping with the construction of midterm evaluations
15. Prepare, distribute, and compile evaluations of the department program at the end of each quarter
16. Responsible for (in conjunction with the Department Vice Chair) the department's end-of-year report submitted to the TA Training Program

### **Application**

Interested students must submit the following to the Department Student Affairs Officer by 3:00 pm, Friday, March 24, 2017.

1. A complete TA application
2. A letter addressed to the TA/Awards Committee (maximum of 2 pages) detailing why you consider yourself a well-suited candidate for the position. The letter should cover past positions and experience, which are relevant to, and demonstrate your preparedness for the kind of duties associated with this position. You should also discuss how you would improve teaching in the department, and what goals you would have if selected for this position.