

TA Consultant (TAC) Application

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

Deadline: May 1, 2018

Appointment

1. The TA Consultant must be an experienced TA in the Department of Anthropology and attained the level of Teaching Associate or Fellow. The TA Consultant “will facilitate the development and training of new TAs” in Anthropology.
2. The appointment of a TAC for the 2018-19 ~~17-18~~ academic year is subject to funding approval from the Office of Instructional Development (OID). If approved, a TAC it will be appointed at 50% time. The TAC must be registered and enrolled in a minimum of 12 units for the term appointed.
3. The TAC will work under the direct supervision of the Vice Chair of Graduate Studies in Anthropology.

Job Description: The TA Consultant is the liaison between the TA Training Program / Office of instructional Development and all members of the Department. The appointment carries obligations to both OID and the department. The TAC’s time will be primarily divided between planning and facilitating the Departmental TA Workshop prior to fall quarter, teaching Anthropology 495 in fall quarter, observing and consulting with TAs, and minor administrative duties such as periodic reports to the TA Training Program.

Some of the TAC Responsibilities: OID requires all departmental TACs to:

1. Attend an online TAC Introduction meeting via Zoom in July.
2. Enroll in a 1-unit training seminar, TA Academy, either in the summer or fall quarter. Summer is a 2-day intensive course on either August 28-19 or September 12-13 or a 10 week course (90 minutes weekly meetings) in fall quarter.
3. Attend 2 “check-in” meetings via Zoom with TA Training Coordinator during the term of appointment.
4. Participate in the TA Conference, Monday, September 25 – September 29, 2018.
5. Plan and conduct the Anthropology TA Workshop Week prior to the beginning of Fall Quarter. It is expected the Workshop will take place in September 2018.
6. Teach Anthropology 495: Teaching Anthropology, in Fall Quarter.
7. Discuss with TAs principles of good teaching and how to put them into action in the classroom.
8. 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).
9. Inform TAs of University and Department resources that are available to them (e.g. CAPS, CAE, OID).
10. Discuss University policy with TAs (e.g. relating to cheating and plagiarism, grading, sexual harassment).
11. Discuss with TAs skills that are specific to teaching in anthropology.
12. Discuss departmental policy and procedures with TAs.
13. Be available to consult with TAs on an individual basis about problems, questions, or concerns they may have.
14. Hold office hours for TAs.
15. Collect and organize relevant teaching materials for sharing among TAs.
16. Encourage departmental faculty to participate in training TAs.
17. Help TAs to evaluate themselves by arranging videotaping of class sessions, classroom observation, or helping with the construction of midterm evaluations.
18. Prepare, distribute, and compile evaluations of the department program at the end of each quarter.
19. 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 May 1, 2018.

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.