

Application Call for TA Consultant (TAC)

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

Due: 3:00 pm, Friday, April 12, 2013

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 2013-14 academic year is subject to funding approval from the Office of Instructional Development (OID). In the past the TAC position has been funded *minimally* for fall quarter at 50% time with the salary being equivalent to a Teaching Fellow.

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 and to attend the TAC Seminar given by the Campus-wide TA Coordinator in Fall Quarter.
2. Plan and conduct the Anthropology Workshop prior to the beginning of Fall Quarter. The workshop is to take place during the week of September 16th, 2013.
3. Teach the departmental 495 TA Training Seminar, Fall Quarter and possibly Winter Quarter depending on length of TAC appointment
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 throughout the quarter
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 Ann by 3:00 pm, Friday, April 12, 2013.

1. A complete TA application
2. A letter addressed to the TA/Awards Committee (maximum of 2 pages) detailing why s/he considers herself/himself a well-suited candidate for the position. The letter should cover past positions and experience that demonstrate the applicant's preparedness for the relevant duties associated with this position. Applicants should also discuss how they would improve teaching in the department, and what goals s/he would have it selected for the position.