



## **Undergraduate Teaching Assistant Policy**

### **1. Purpose**

The purpose of this policy is to establish the standards, responsibilities, and expectations for Undergraduate\* Teaching Assistants (TAs) at Loyola University New Orleans. The TA program provides academically accomplished students with professional development opportunities that enhance their learning, strengthen teaching and leadership skills, and support the university's commitment to academic excellence and *cura personalis*.

\* Graduate Assistants follow a separate policy dictated by their college handbook and University policies.

### **2. Eligibility\***

To qualify for a TA appointment, students must:

- Be enrolled full-time in an undergraduate degree program at Loyola University New Orleans. Graduate students assigned to undergraduate classes also follow this policy, if the course resides outside their enrolled program.
- Have completed at least 45 credit hours, including transfer, AP, dual enrollment, IB, or other credits. Transfer students must also have completed at least one semester at Loyola prior to appointment.
- Maintain a minimum cumulative GPA of 3.0 (departments may require higher standards).
- Have earned an *A* or *A-* in the course (or its equivalent) they will assist.
- Be recommended by a faculty member and approved by the department chair or program director.

\* Exceptions may be made by the relevant College Dean.

### **3. Appointment and Duration**

- TAs are appointed on a semester-by-semester (or session-by session) basis, renewable at the discretion of the department.
- Appointments must be documented in writing, specifying duties, expected hours, supervision, and compensation.
- TA positions are considered student employment under university policy and must comply with all institutional and federal student employment regulations.

### **4. Roles and Responsibilities**

TAs serve in a supportive instructional role under the direct supervision of a faculty member. They are not instructors of record and may not independently grade, teach, or evaluate students unless specifically authorized and supervised by the instructor of record.

Typical responsibilities may include:

- Assisting with classroom activities, discussions, or demonstrations.
- Supporting the preparation of instructional materials or digital course content.
- Hosting review or study sessions in collaboration with the instructor.
- Providing peer tutoring or mentoring.
- Monitoring online discussions or discussion boards or learning management system participation.
- Helping maintain organized records of attendance, participation, or low-stakes assignments (as approved).
- Attending class meetings or training sessions as directed by the supervising faculty member.

TAs may **not**:

- Assign final grades or make autonomous grading decisions. If a TA will assign low-stakes assignment grades these should be discussed with the instructor of record.
- Access other students' educational records without explicit supervisory approval.
- Represent themselves as instructors or teaching faculty.

## 5. FERPA and Confidentiality

All TAs must comply with the Family Educational Rights and Privacy Act (FERPA) and Loyola's institutional privacy policies.

- TAs must complete the CITI FERPA Training prior to beginning work.
- TAs may have access to student information that is protected by FERPA. This information must remain strictly confidential and used only for legitimate educational purposes under faculty supervision.
- TAs are prohibited from discussing student performance, grades, or attendance with anyone other than the supervising instructor.
- Any unauthorized disclosure of confidential information constitutes a serious violation of university policy and may result in immediate dismissal, loss of student employment eligibility, and referral for disciplinary action under the Student Code of Conduct.

## 6. Professional Conduct

TAs represent Loyola University New Orleans and are expected to uphold the highest standards of professionalism, integrity, and respect.

They must:

- Be punctual, dependable, and responsive to faculty direction.
- Model appropriate academic behavior and ethical standards.
- Treat all students equitably and respectfully.
- Refrain from any behavior that may create a conflict of interest (e.g., assisting with grading for a current roommate, partner, or close friend).
- Communicate clearly and promptly with their supervising instructor.

## **7. Training and Orientation**

Before beginning duties, all TAs must complete:

- CITI FERPA training (available via the SSO)
- Mandatory Reporter Training (please contact Dawn Broussard, Title IX Coordinator)
- Any departmental or course-specific training as assigned by the faculty supervisor or department chair.
- Periodic check-ins or evaluations during the semester to ensure adequate support and performance feedback.

## **8. Compensation**

TAs are paid hourly wages through the student employment system, following university payroll procedures. The rate of pay is determined by the federal work study rate, in consultation with the Office of the Provost (but may vary by specific funding source). TAs must submit accurate timesheets according to the university payroll schedule. TAs generally work 5-15 hours per week. Overtime is not permitted under any circumstances.

Responsible Office: Provost's Office

Approved by Provost Council: 10.31.2025

Endorsed by Faculty Senate: 01.15.2026