

MICHIGAN STATE UNIVERSITY

August 14, 2024

RE: Reminder related to important beginning of the term meetings

From: Melissa Del Rio, Chief of Staff, Graduate School *Melissa Del Rio*

To: Graduate Program Coordinators, Unit Leaders and Graduate Program Directors

Dear Graduate Leadership:

In the spirit of the Graduate School's mentorship framework for Teaching Assistants and in accordance with the most recent GEU Collective Bargaining Agreement, we are notifying you of the importance of proactive planning which occurs at the beginning of the semester between Academic Mentors/supervisors and their Teaching Assistants/mentees.

Please remind all supervisors/TA mentors of the contractual obligation of meeting with graduate mentees early in the semester and as requested by TA mentees for the purpose of discussing:

- Learning goals and professional development opportunities that the Teaching Assistant can expect during the semester;
- Expectations for work, including work location(s), travel requirements (if applicable), and scope and pattern of duties;
- Expected timelines and duties related to the semester's teaching experience (e.g. major due dates);
- Information related to the process for reporting difficulties or challenges related to their responsibilities as a TA, including the instructor, Graduate Program Director, and, if needed the proper Assistant or Associate Dean in the College.

At least twice during the semester, TAs may request meetings with their supervisors/educational mentors to discuss all components of their weekly work expectations, including but not limited time spent in the classroom, on grading, on lesson preparation, etc.

The nature of this appointment is that working expectations and hours will vary week to week to an average of the hours required by the appointment level ($\frac{1}{4}$ time- 10 hours per week; $\frac{1}{2}$ time-20 hours/week; $\frac{3}{4}$ time-30 hours/week). Please also be aware of Federal mandates which limit allowable work hours for specific classes of employee (e.g. F1 and J1 visa requirements may not exceed 20 hours, etc.) which impact workloads and their associated averages.



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