

Pitt Math TA/TF Workload Guidelines

The administration of TAs, TFs, and research assistantships is outlined in the University of Pittsburgh's Policy Statement for TAs/TF/GSAs and the Policy Statement for GSRs. Teaching assistants and fellows are expected to work up to 20 hours per week in the form of recitations, grading, and lectures. Typically, TAs/TFs are tasked with 2 to 3 assignments under the following rubric:

Assignment	Part of Workload
Calculus and College Algebra recitations	1/3
Upper level (400+) recitations	1/2
Grading small (< 50) enrollment	1/3
Grading large (≥ 50) enrollment	1/2
Prelim recitations	1/2
Grading graduate course	1/2
TA mentor	1/2
Lecture	1/2
MAC coordinator	1/2

For the Summer term, the workload allocation is directly tied to compensation for the assignment. For example, if a TA/TF is assigned one lecture in the Summer term, then their compensation will equal 50% of the one-term value of a TA/TF.

Office Hours and Math Assistance Center (MAC).

- (A) If you have 3 sections of Maths 120/200/220/230/240, you should hold 1 hour at the MAC and 2 office hours (3 total hours).
- (B) If you have two grading assignments for the large enrollment courses 290/400/480, you should hold 1 hour at the MAC and 3 office hours (4 total hours)
- (C) Math 280 typically involves 5 office hours and 1 hour at the MAC.
- (D) If you are assigned to two recitations of 413/420/430, then you should hold 1 hour at the MAC and 2 office hours (3 total hours).
- (E) If you are a grader for 3 1000 level courses, you should hold 5 office hours total. If the course is at the 1270 level or below, then one of these hours should be a MAC hour.
- (F) If you fall outside of these categories, then the amount of office hours is usually 3 or 4. For example, if you have a grading assignment for a small enrollment course (25-30) and a recitation, then you would hold 4 total office hours.

Examples.

- (A) 3 recitation sections of 0120/0200/0220/0230/0240
 - (a) 6 hours of preparation
 - (b) 6 hours of recitation.
 - (c) 3 hours of grading.
 - (d) 2 office hours and 1 office hour at the MAC
- (B) 2 recitation sections of 413/420/430/450/470/1121/1540/2370 + grading for these recitations
 - (a) 5 hours of preparation.
 - (b) 4 hours of recitation.
 - (c) 6 hours of grading.
 - (d) 2 office hours and 1 office hour at the MAC
- (C) 1 lecture + 1 recitation + grading for the recitation
 - (a) Lecture

- (i) 4 hours preparation for lecture
- (ii) 3 hours lecture
- (iii) 2 office hours
- (b) Recitation
 - (i) 2 hours preparation for recitation
 - (ii) 2 hours recitation
 - (iii) 2 hours of grading
 - (iv) 2 office hours
- (D) 2 lectures for the same course number
 - (a) 8 hours prep for lecture
 - (b) 6 hours lecture
 - (c) 4 office hours
- (E) 2 recitations + 1 grading assignment
 - (a) 4 hours grading for grading assignment.
 - (b) 4 hours preparation for recitations
 - (c) 4 hours of recitations
 - (d) 2 hours of grading for recitations
 - (e) 3 office hours and 1 office hour at the MAC
- (F) 3 grading assignments with small (<50) enrollment
 - (a) 12 hours of grading.
 - (b) 4-5 office hours and 0-1 office hour at the MAC
- (G) 2 grading assignments for 0290, 400, 480
 - (a) 14 hours of grading.
 - (b) 3 office hours and 1 office hour at the MAC
- (H) 1 recitation + 2 grading assignments
 - (a) 8 hours of grading for grading assignment.
 - (b) 2 hours of preparation for recitation.
 - (c) 2 hours of recitation.
 - (d) 2 hours of grading for the recitation.
 - (e) 3 office hours and 1 office hour at the MAC

Grading large enrollment courses. To abide by the 20-hour weekly workload maximum, TAs/TFs grading larger courses (enrollment of 50 or more) are not required to create solution guides for students. However, instructors are not required to provide solution guides to their TAs/TFs.

TA Mentor. The exact duties of the TA Mentor are determined by the Director of Graduate Studies. Core responsibilities of this assignment include

- Holding at least one weekly office hour.
- Performing TA/TF recitation observations, possibly with other experienced TA/TFs.
- Reaching out to and assisting underperforming TAs/TFs.
- Finding and disseminating pedagogical workshops and other teaching resources.
- Assisting the instructor of Math 2010 (Teaching Orientation).

Midterms. TAs/TFs do not grade midterm exams.

Finals. TAs/TFs who have recitations for or who are grading courses with departmental finals participate in final exam grading at the end of the semester; this is also the case for TAs/TFs with

evening recitations for courses with departmental finals. The courses with departmental finals are 0031/0120/200/0220/0230/0240/0280/0290. **Please contact your course coordinator(s) before the exam(s) for arrangements and expectations, especially if you need to grade more than one departmental final.** If the course does not have a departmental final, then TAs/TFs do not grade the final exams.