



**Policy Number and Chapter:** 06.022 Faculty Affairs

**Policy Title:** Use of Academic Assistants

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**Policy Statement.** University of North Texas faculty work to maintain a quality learning environment for UNT students regardless of the class size, format, or delivery mode. UNT utilizes academic assistants to provide faculty with logistical support when teaching large sections or assist with specialized instructional needs and support of class activities.

Faculty require logistical support when teaching large sections as well as assistance to meet specialized instructional needs. This policy establishes who is considered an academic assistant and describes how an academic assistant should be used in supporting instructors, students, and class activities to maintain a quality learning environment regardless of the size, format, or delivery mode of a class.

**Application of Policy.** Academic Departments.

**Definitions.**

1. **Academic Assistant.** “Academic Assistant (AA)” means assistants who provide graduate, and in some special cases undergraduate, classroom support to an instructor. An academic assistant can have one of the following titles: Teaching Assistant, Graduate Assistant, Grader, Prepper, or Teaching Fellow.
2. **Unit Administrator.** “Unit Administrator” means an individual with unit supervisory responsibilities. Unit administrators include, but are not limited to, directors, chairs, associate deans, and deans.

**Procedures and Responsibilities.**

The need for instructional and class support is higher when the nature of the course requires essay tests, homework assignments, and term papers as well as normal administrative class assignments including test administration and grading. In addition, the use of multimedia and online environments for classes usually requires the presence of reliable assistants. Faculty also need assistance outside the physical or online class to help students with the subject matter and in solving other student-related problems. There are significantly different course needs that reflect on the pedagogy of courses as a result of increased size, advances in technology incorporated into teaching and research assignments, and the need to provide contact with students.

1. The extent of academic assistant support depends on the pedagogical methods in a class, but a minimum of one academic assistant is needed for approximately every 75 students.

AAs who grade exams and other assignments must attend the lectures if requested by the instructor.

**Responsible Party:** Unit administrators

2. AAs should be employed for the particular needs of the course according to appropriate qualifications. Tasks (e.g., grading essay exams) requiring more sophisticated judgment should be assigned to AAs with more qualifications and experience.

**Responsible Party:** Unit administrators

3. The academic unit should supply a space where AAs and students can interact during regularly-scheduled office hours.

**Responsible Party:** Unit administrators

4. The academic unit shall establish an ongoing training and evaluation program for AAs.

**Responsible Party:** Unit administrators

**References and Cross-references.** None.

<b>Policy Contact:</b>	Policy Director, Office of the Provost
<b>Approved Date</b>	03/1989
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<b>Last Revision:</b>	1/98; 2/99*; 6/03*; 8/15; 4/2021 *Review with no changes