

Guidelines for TA (Teaching Assistant) System

(Revised AY2025)

[Objective of the Teaching Assistant Guidelines]

1. Objective of the Teaching Assistant Guidelines

The primary objective of these guidelines is to establish the roles, responsibilities, and authority of Teaching Assistants (hereinafter referred to as "TA"), as well as the responsibilities of faculty members and administrative offices involved in the TA system. These guidelines aim to ensure the efficient operation of the TA system, thereby contributing to the enhancement of the educational capacity of the Ritsumeikan University.

[Definition of TA)]

2. Role of the TA System

The TA system is designed to employ graduate students as TAs to assist instructors in delivering and supporting educational activities, aiming to enhance the quality of education provided by the institution while offering graduate students valuable opportunities to develop their teaching skills and serving as a key step in their professional advancement toward careers as educators, researchers, or other professionals.

3. Eligibility to Serve as a TA

Eligibility to serve as a TA is restricted to individuals enrolled in the regular graduate course of the Ritsumeikan University.

The affiliation of graduate student serving as a TA and their respective assigned courses is outlined as follows

Assigned Class(es) The Affiliation of the Graduated Student	Class(es) for the		
	Undergraduate Classes	• Up to the Second Year of the Graduate Program • Master's Program • Professional Graduate Degree Program • First Two Years of the Integrated Doctoral Degree Program	Class(es) for the • Doctoral Program • 3rd to 5th Year of Integrated Doctoral Degree program • Four-Year Doctoral Program
• Up to the Second Year of the Graduate Program • Master's Program • Doctoral Program • First Two Years of the Integrated Doctoral Degree Program	○	×	×
• Doctoral Program • 3rd to 5th Year of Integrated Doctoral Degree Program • Four-Year Doctoral Program	○	○	×

However, the following students are ineligible.

- 1) Students currently enrolled in the specified class
- 2) Students with an enrollment status of whose enrollment status is "Study Abroad"

[Scope of TA Duties]

4. Scope of TA Duties

TA duties shall be performed under the supervision and responsibility of the instructor and must align with the guidelines outlined in Section 2: Role of the TA System. The scope of these duties is as follows:

1) Class-related Duties

1. Duties during Class

- Assisting with experiments and practical training
- Providing advice to students
- Supporting group work
- Assisting in administering class surveys, interactive sheets, and communication papers, etc.
- Assisting with attendance management
- Supporting the operation of IT equipment
- Distributing materials
- Recording class sessions (VTR filming)
- Assisting with off-campus field work (during class hours)
- Maintaining the classroom environment¹.

2. Duties outside of Class

- Providing guidance and support for student presentations and reports
- Offering guidance and support to promote understanding of the course (especially for international students, working students, and students with disabilities)
- Providing guidance on student reports, papers, etc. related to the course
- Assisting with the preparation of resumes, teaching materials, etc.
- Supporting the operation and maintenance of course tools and course-related websites
- Assisting with off-campus field work (outside of class hours)
- Organizing reports, quizzes, course feedback, communication papers, materials, etc.²

For tasks related to daily assignments, such as brief reports, quizzes, and attendance, TAs may be assigned certain responsibilities, provided that the instructor retains final review and accountability. TAs are permitted to handle simple duties such as grading multiple-choice questions, conducting preliminary reviews of assignments or reports, and compiling attendance records.

2) Duties related to Academic and Research activities within College and Graduate schools

- Assisting in the study counseling room
- Assisting with graduation thesis supervision
- Providing guidance and support for self-directed learning activities
- Supporting with intramural seminar competitions, seminar conferences
- Assisting with the development and preparation of common teaching materials for the department

¹ The instructor is responsible for maintaining the classroom environment. In large classes (200 students or more as a general guideline), TA may assist in maintaining the class environment, such as organizing students when they enter and leave the room during the class, under the direct supervision of the instructor.

² Regarding grading, please note "5. Tasks that TA are not permitted to perform"

5. Tasks that TA are not Permitted to Perform

The following duties shall not be assigned to TA

1) Grading

The responsibility for grading rests with the instructor, and no individual other than the instructor shall engage in the evaluation process. The specific procedures are delineated as follows:

- 1) TAs shall not be involved in the conduct of final examinations.
- 2) TAs are not permitted to participate in the assignment of grades (such as A+/A/B/C/F), the management of grades, or the transcription of grades onto grade reports. Additionally, the physical management of attendance records, quizzes, and minor reports related to grade evaluation remains the responsibility of the instructor.

2) Secretarial Duties Unrelated to TA Responsibilities:

- The administrative tasks related to academic conferences
- Maintenance of websites unrelated to the course
- Proctor work for Final Examination

6. Addition and Reduction of TA Duties

In the case of adding or reducing duties for TA, the decision shall be made after a comprehensive review by the appropriate academic bodies across the university

7. Reporting Obligations

TA must submit a designated "TA Work Report" after completing their duties (July for the spring semester, January for the fall semester).

[Duties for Instructors]

8. The Role of Instructors

Instructors responsible for supervising TA tasks shall comply with this guideline and fulfill the following formal roles.

- 1) Clearly define the scope, responsibilities, and tasks of TA duties at the course planning phase.
- 2) Manage the workload of the TA effectively to prevent overburdening. Particular attention must be given to media-based courses, where the TA tends to face a heavier workload compared to face-to-face classes, to ensure they are not overburdened.
- 3) Provide instructions to TA regarding their duties both during and outside of class sessions.
- 4) Collaborate with TA to create an optimal learning environment in the classroom and strive to enhance the overall quality of the course.
- 5) Manage classes to ensure a supportive and comfortable working environment for the TA.
- 6) Hold meetings with the TA throughout the semester to discuss class plans, job descriptions, and responsibilities.
- 7) For a TA aspiring to become a future educator or researcher, structure their duties to provide meaningful experience and professional growth opportunities while ensuring their primary responsibilities and objectives remain uncompromised.
- 8) For TA aspiring to become future educators or researchers, design their duties to allow them to gain experience as educators without compromising their primary responsibilities or objectives.
- 9) Submit the required "TA Utilization Report" promptly upon the completion of TA duties as prescribed.

[Responsibilities of Faculties, Departments, and Academic Institutions for TA]

9. Employment of TA

The employment of each TA shall be managed by the respective college, graduate school, or academic institution to which the TA is appointed.

10. Recruitment of TA

The College, Graduate Schools, and Academic Institutions responsible for appointing TA shall ensure that the details of the recruitment proposed by instructor comply with the TA duties specified in this guideline and adhere to the established recruitment policies and regulations.

In cases where some or all components of a class are subcontracted to external organizations, employees of the subcontracted company are not authorized to provide direct instructions to the TA. Consequently, the TA cannot be utilized for fully subcontracted classes. However, for partially subcontracted classes, the TA may be assigned to the non-subcontracted portions.

11. Decision on TA Employment

The decision to appoint a TA shall be made following deliberation by the Faculty Council of the respective College or Graduate School responsible for the course, or by a designated committee of the teaching organization, prior to the commencement of employment. In cases where prior deliberation is impractical, post-approval may be granted. Any decision to cancel an appointment shall be determined through the same deliberative process as that of the initial employment decision.

12. Administration of the TA System

Based on the provisions set forth in this guideline, the heads of College, Graduate Schools, and Academic Institutions employing TA shall be responsible for the proper administration and operation of the TA system.

13. Administrative Office

The administrative office of the respective College, Graduate school or Academic Institution shall manage TA employment and assist in the operation of the TA system.

[Operation of the TA System]

14. Provisions Related to Employment Conditions

- 1) TA Employment shall comply with “Ritsumeikan Trust Work Regulations for Hourly Non-Teaching Staff”.
- 2) A Notification of Employment Conditions shall be issued to the TA by the College, Graduate School, or Academic Institution.
- 3) The total working hours of a TA, including all tasks, shall not exceed an average of 15 hours per week per semester, excluding intensive courses held during summer or winter breaks.
- 4) TA wages for both in-class and out-of-class duties shall comply with the 'Ritsumeikan Trust Regulations concerning Salaries of Hourly Non-Teaching Staff.' For tasks supporting the operation of a single class, wages shall be calculated as two hours per class session, inclusive of pre- and post-class preparation and follow-up work.

- 5) Transportation expenses shall not be reimbursed. However, in cases where a TA is required to work at a campus other than their affiliated campus, reimbursement will be made in accordance with the “Ritsumeikan Trust Regulations concerning Salaries of Hourly Non-Teaching Staff”.
- 6) For official travel outside the university, travel expenses shall be reimbursed in accordance with the “Ritsumeikan Trust Regulations concerning Travel”.

15. Employment Arrangements

- 1) The College, Graduate School, or Academic Institution shall establish a recruitment outline for the TA by course (or course groups). The outline, prepared by the instructor, must comply with the TA duties defined in this guideline and utilize a standardized format.
- 2) Job descriptions shall clearly specify:
 - (1) Course Details, Number of Positions, Name of Instructor in charge.
 - (2) Job Description (Specific tasks and duties).
 - (3) Qualifications, Required Skills.
 - (4) Details and Hours for out-of-class duties, if applicable.
 - (5) Employment Terms and Conditions *1
 - (6) Application methods and deadlines.
 - (7) Selection procedures and Notification methods for result.
 - (8) Administrative Contact Information.

*1. State that the employment rules and salary rules for “Ritsumeikan University Educational Corporation Hourly Employees”.
- 3) Administrative offices shall retain recruitment notices for one year.
- 4) Upon employment, the Ritsumeikan University shall formalize an employment contract with the TA.
- 5) During employment, the TA must submit a prescribed agreement to the administrative office.

16. Attendance Management

Work attendance records must be confirmed and agreed upon by both the instructor and the TA. Attendance sheets shall be submitted monthly to the relevant administrative office by the designated date.

Attendance records are typically submitted as printed forms with official seals by both the instructor and the TA. If submitted electronically, both parties must confirm and agree upon the records before submission.

17. Provision on Training

The administrative office responsible for the TA, along with the relevant supervisory department, shall conduct appropriate training for the TA. The TA is required to attend and complete the prescribed training.

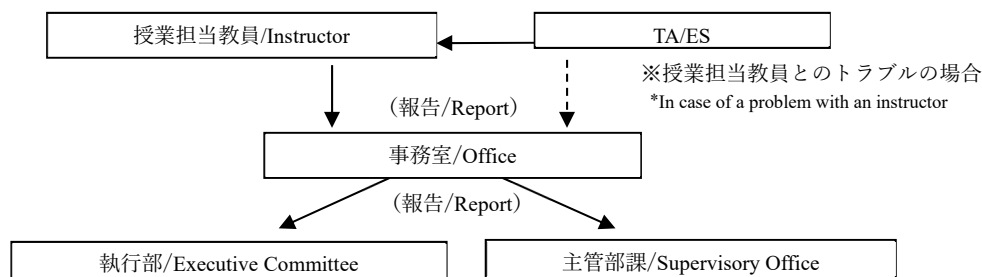
18. Risk Management

- 1) Risk Management System:
 - (1) The course instructor shall take all reasonable steps to resolve problems or incidents promptly and bears the responsibility for ensuring appropriate and timely reporting of such matters.
 - (2) When a TA experiences a conflict or issue with a student while performing their duties, the TA shall seek advice from and report the matter to the course instructor. The course instructor shall then report the matter promptly to the administrative office of the College, Graduate School or Academic Institution responsible for the course³.

³ Administrative office means the office the college, graduate school, or academic institution that is responsible for offering the class and employs the TA.

- (3) When a TA experiences a conflict or issue with the course instructor while performing their duties, the TA shall consult with and report the matter to the administrative office or relevant division.
- (4) The Administrative Office or relevant division shall promptly report the details of the incident to the executive committee⁴ and the supervisory department. The administrative office shall establish a support desk and assign at least one designated staff member to manage such issues. Additionally, the supervisory department shall assign a staff member responsible for overseeing TA-related matters comprehensively.
- (5) The executive office, in consultation with the supervisory department and the administrative office, shall implement appropriate measures as necessary. In cases involving conflicts between a TA and a course instructor, the executive office shall address the matter with due consideration for maintaining the professional relationship between the parties involved.
- (6) The provisions outlined in items 2)–5) above shall not apply in cases involving harassment stated below.
- (7) In the event of an urgent situation, such as an accident or incident requiring immediate attention, the course instructor shall provide the TA with appropriate instructions and immediately notify the nearest administrative office⁵. The administrative office receiving the report shall promptly contact the administrative office of the College, Graduate School, or Academic Institution employing the TA, as well as the General Affairs Department. If necessary, the Ritsumeikan Medical Center shall also be informed. Furthermore, Instructor or staff members must proceed to the site in teams of at least two individuals to collect emergency contact information for affected students and take any necessary measures.

(Trouble Reporting Procedure)



2) Handling of Harassment Cases

- 1) Course instructors and TAs must thoroughly understand the "Ritsumeikan University Harassment Prevention Guidelines" and exercise caution in their words and actions to ensure they do not engage in behavior that could lead to harassment of students, TAs, or others.
- 2) If course instructors or TAs experience or witness acts that constitute harassment, they shall promptly report and consult with the appropriate office of the Ritsumeikan University Harassment Prevention Committee.

⁴ Executive committee means the executive committee of the college, graduate school, or academic institution that is responsible for offering the class and that employs the TA.

⁵ Executive committee means the executive committee of the college, graduate school, or academic institution that is responsible for offering the class and that employs the TA.

3) **Supporting Students with Disabilities**

Should support be required for students with disabilities, the College, Graduate School, or Academic Institution, in collaboration with the Disability Resource Center, shall take the necessary actions in accordance with the 'Examples of Support for Students with Disabilities' provided by the Center.

4) **Protection of Personal Information**

- (1) TAs shall not utilize personal information obtained in the course of their duties, such as students' grades or contact details, for any purposes unrelated to their official TA responsibilities.
- (2) As a condition of employment, TAs are required to submit a confidentiality agreement concerning the protection of personal information, as stipulated in a separate provision.
- (3) TA is permitted to handle personal information only within designated on-campus facilities, including classrooms, administrative offices, or the private research offices of course instructors. The handling of such information on personally owned computers is strictly prohibited, even within campus facilities. Furthermore, personal information or materials containing such information must not be removed from the campus under any circumstances, regardless of the medium or method. When handling personal information, TA must act under the explicit authorization and guidance of the course instructor, and all storage locations for such information must remain under the direct supervision of the instructor.

19. Evaluation of the TA System

The supervisory department shall conduct a survey once per semester targeting instructors and TAs. Additionally, feedback from undergraduate students enrolled in courses shall be collected as necessary. The results of the survey analysis shall be shared across the university and utilized to improve the TA system for the following academic year.

20. Supervisory Department

Kinugasa Manabi Station at Kinugasa Campus shall serve as the supervisory department for the TA system. The supervisory department, in collaboration with the Center for Educational Development and Support, shall also oversee TA training and related responsibilities.