

## Guidelines for Teaching Assistant System

(Revised for AY2024)

### Purpose of the Guidelines

#### 1. Purpose of the Teaching Assistant Guidelines

The purpose of the Guidelines for the Teaching Assistant System is to enhance the educational capacity of the University by defining the roles, responsibilities, and authority of teaching assistants (hereinafter referred to as "TA"), instructors and the administrative offices, and by maintaining the smooth operation of the TA system.

#### [TA definition].

#### 2. Role of the TA system

The purpose of the TA system at Ritsumeikan University is defined as follows.

The purpose of the TA system is to contribute to the improvement of education at the University by employing graduate students as TAs to assist and support education together with instructors. The TA program is also intended to help graduate students enhance their own teaching skills and position them as important career paths, such as researchers or educators.

#### 3. TA Eligibility

TA must be graduate students of the University, however, students enrolled in the said class are not eligible to serve as TA. In addition, students whose enrollment status is "Study Abroad" are not eligible to serve as TA under any circumstances. The relationship between the eligibility of TA and the classes they are in charge of is as follows

Classes in charge	Undergraduate classes	Master course, Professional-graduate degree program, 1 <sup>st</sup> and 2 <sup>nd</sup> year classes of Integrated Doctoral degree program	Doctoral course, 3rd to 5 <sup>th</sup> year classes of Integrated Doctoral degree program, 4-year Doctoral program
Students Affiliation			
Master, Professional-graduate degree program	○	×	×

1 <sup>st</sup> and 2 <sup>nd</sup> year of Integrated Doctoral degree program			
Doctoral course 3rd to 5 <sup>th</sup> year classes of Integrated Doctoral Course 4-year Doctoral degree program	○	○	×

## TA Duties

### 4. Scope of TA work

TA duties shall be performed under the responsibility of the instructor and shall be within the scope of the following, based on "2. Role of the TA System".

#### (1) Class-related services

##### 1) Duties in class

Assistance with experiments and practical training, advising students, assistance with group work, etc., implementation of class surveys, interactive sheets, communication papers, etc., attendance management assistance, assistance with operating information equipment, distribution of materials, video recording of classes, assistance in off-campus field trips (during class hours), maintenance of class environment<sup>1</sup>

##### 2) Work outside of class

Guidance and support for class presentations and reports, guidance and support for promoting class comprehension (especially for international students, working students, and students with disabilities), guidance on class reports and papers, assistance in preparing resumes and teaching materials, assistance in operating and maintaining course tools and class-related websites.

assistance in off-campus field trips (outside of class hours), assistance in organizing term reports, quizzes, class comments, communication papers, and other materials, and assistance in organizing course materials.<sup>2</sup>

<sup>1</sup>The instructor is responsible for maintaining the classroom environment. In large classes (200 students or more as a general guideline), TAs 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.

<sup>2</sup>Regarding grading, please note "5. Not assignable duties for TA".

TA may take charge of some tasks such as reports, quizzes, attendance, subject to the final check and responsibility of the instructor. Specific duties include simple grading of multiple-choice questions, initial check of answer sheets or reports, and recording of attendance.

(2) Duties related with college and graduate school

Work in the Study Counseling Office, etc., assistance with graduation thesis guidance, guidance and support for independent study activities, guidance and support related to intramural seminar competitions and seminar conferences, and assistance with the development and preparation of common undergraduate teaching materials.

5. Not assignable duties for TA

The following duties shall not be assigned to TA

(1) Grading

The instructor is responsible for grading, and no one other than the instructor may engage in this responsibility. The specific operation shall be defined as follows.

1)TA is not allowed to be involved in regular examinations and report examinations.

2) TA may not be involved in scoring/grading (A+/A/B/C/F, etc.), maintaining grades, or posting to the grading report sheet. It is also the responsibility of the instructor to maintain the actual attendance sheets, quizzes, and quiz/report related to grading.

(2) Secretarial duties for faculty not related to the above TA duties

Practical work for academic societies, maintenance of websites not related to classes, etc., and supervision of regular examinations.

6.TA Reporting Obligations

TAs shall submit the stipulated work report after the completion of their work (July for the spring semester and January for the fall semester).

7. Addition and Deletion of TA duties

Any addition or deletion of TA duties will be subject to university-wide review by the appropriate teaching and learning organization.

## **Duties of Instructor**

### **8. Role of the Instructor**

Instructors shall comply with these guidelines and have the following roles

- (1) Clarify the contents, responsibilities, etc. of TA duties when planning classes.
- (2) Manage the TA work.
- (3) Instruct TA on their duties in and out of class.
- (4) Work with TA to improve the classroom environment and enhance the quality of teaching.
- (5) Manage the class for TA to perform their duties comfortably.
- (6) Hold meetings with TA throughout the semester regarding class plans, class content, job descriptions, and out-of-class duties.
- (7) For TA who aims to become educator or researcher in the future, consider the content of their work to help them gain experience as educator through their work with the TA's original purpose of and the execution of its duties.
- (8) After completion of the work (at the end of the semester), submit a report as stipulated.

## **Roles of college, graduate school, and academic institutions.**

### **9. Employment of TAs**

Each TA's affiliation shall be with the department/graduate school and academic institution to which he/she is assigned.

### **10. Recruitment of TA**

The faculty, graduate school, or academic institution that appoints TA is responsible for confirming that the content of the application presented by the instructor who wishes to become a TA does not deviate from the TA duties and recruitment rules stipulated in these guidelines.

When a part or all of the classes are subcontracted to a company outside of the university through a business consignment agreement, the employer of the outsourced classes cannot directly task a TA. Accordingly, in classes where all are subcontracted, TA cannot be hired or utilized. If the classes are partly subcontracted, TA can be utilized for the part that is not subcontracted.

### **11. Decisions regarding recruitment**

The hiring of TA will be decided after deliberation by either the Faculty Senate, the Graduate Committee, or the Graduate School Faculty Senate of the class to which the TA will be assigned prior to the start of employment. If it is difficult to deliberate before hiring, approval after the fact may be possible. Cancellation of employment, as in the case of hiring,

shall be decided after deliberation by either the Faculty Senate, the Graduate Committee, or the Graduate School Faculty Senate.

#### 12. Management of TA system operation

The head of the faculty, graduate school, or academic institution that appoints TA shall be responsible for the operation of the TA system in accordance with the contents set forth in these guidelines.

#### 13. Administrative office

With regard to the employment of TA, the administrative office of the hiring faculty/graduate school and the academic institution will be in charge of administration and assist in the operation of the TA system.

### **Operation of the TA system**

#### 14. Arrangements for treatment

- (1) TA salary shall be 3,000 yen per class period (one class period is 90 minutes). This includes work time (30 minutes) before and after class.
- (2) For the duties outside of class, the salary shall be 1,500 yen per hour (750 yen per 30 minutes). The number of operation hours for the duties outside of-class shall be specified in the job description.
- (3) The total working hours for all duties combined in the TA's duties shall not exceed 15 hours per week on average for the semester, except intensive lectures during periods other than the spring and fall semester.

In terms of actual working hours and workload, the instructor of the class will give sufficient consideration so as not to interfere with the TA's studies and other activities.

Especially for online class, TA may have more workload o than they have in face-to-face classes.

Observe the rules 1) Clarify and specify the TA duties when planning classes, 2) Manage the TA work, 5) Manage the class for TA to perform their duties comfortably, and 6) Meet with TAs throughout the semester regarding class plans, class content, duties and work outside of classes as stated in “8. Role of Instructors in the TA Guidelines, and make efforts to avoid excessive workloads on the TA.

- (4) Transportation expenses are not provided. However, when TA works at a different campus than his/her affiliated campus, it will be provided in accordance with the Ritsumeikan Travel Expense Payment Regulations. In addition, the work involving

overnight stays shall be provided by the college and graduate school in accordance with the "Ritsumeikan Travel Expense Payment Regulations".

#### 15. Employment arrangements

(1) Colleges, graduate schools, and academic institutions shall establish TA job description for each course (or a certain group of courses). For recruitment, instructor shall prepare job description using a prescribed format subject to comply with the TA guidelines. (2) The following items shall be clearly stated in the job description.

- 1) Courses, number of applicants, and names of teachers in charge
- 2) Description of work (specific tasks)
- 3) Qualifications, required skills, etc.
- 4) Details and hours of work outside of class (if there is work outside of class)
- 5) Conditions and treatment (\*1)
- 6) Application method and period
- 7) Selection Method and Announcement of Results
- 8) Administrative office in charge and contact information

\*1. State that the employment rules and salary rules for Ritsumeikan University Educational Corporation hourly employees shall be followed.

- (3) The administrative office shall keep the application guidelines for one year.
- (4) At the time of employment, Ritsumeikan Trust shall enter into an employment contract with the TA.
- (5) At the time of employment, TA shall submit to the administrative office a written pledge prescribed separately.

#### 16. Submission of attendance record

TAs shall submit their attendance records to the administrative office on a set date each month.

TA shall submit a paper base attendance record verified with seals by both the TA and the instructor to the administrative office.

When it is difficult to obtain a seal from the instructor in person because the class is web-based, submit the "Attendance Record" with an "electronic record communicated with the instructor showing the agreement on the work result." \*

\*For example, email messages demonstrating that the instructor confirmed the work result presented from the student

## 17. Training arrangements

The administrative office and the Division of Academic Affairs will provide appropriate training regarding TAs; TAs shall take the training appropriately.

## 18. Risk management

### (1) Risk Management System

- 1) When any problem occurs, the instructor of the class shall be responsible for making efforts toward speedy resolution as well as adequate reporting.
- 2) When TA has any problem with other students in the class while performing a duty, the TA shall consult with and report it to the instructor of the class. The instructor shall immediately report the situation to the office<sup>3</sup> of the college/academic institution responsible for the course.
- 3) When TA has any problem with the instructor of the class, the TA shall consult with and report to the college/academic institution responsible for the course.
- 4) The college/academic institution shall report the situation to the executive office<sup>4</sup> of the college/academic institution and the Division of Academic Affairs. The college/academic institution responsible for the course, shall establish a support desk where at least one contact person shall be located. Also, in the Division of Academic Affairs, the contact person to manage the entire TA operation shall be located.
- 5) The executive department shall seek action as necessary, after consultation with the college/academic institution. For problems caused by the relationship between TA and the instructor of the class, respond with consideration to the relationship between them.
- 6) The above 2 to 5 shall be inapplicable to the harassment case stated below.
- 7) Regardless of the above, when any problem requiring a contingency plan such as incidents or accidents arises, the instructor of the class shall give proper directions to the TA, and notify the closest office<sup>5</sup> immediately. The office shall immediately inform the executive department of the college/academic institution and the Division of Academic Affairs of the situation, and also

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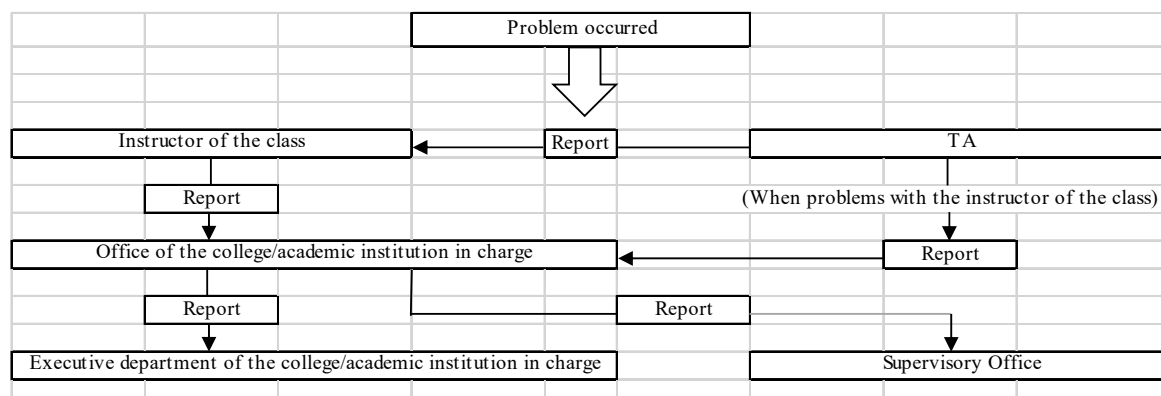
<sup>3</sup> In risk management, "office " means the office the college, graduate school, or academic institution that is responsible for offering the class and employs the TA.

<sup>4</sup> Executive Office means the executive office of the faculty, graduate school, or academic institution that is responsible for offering the class and that employs the TA.

<sup>5</sup> In the event of an emergency problem, regardless of the responsibility for offering the class, the office physically close to the class will be contacted and that office will take appropriate action.

inform Ritsumeikan Medical Center as necessary. The instructors (multiple persons) shall expedite information as quickly as possible from the scene and collect critical information such as the emergency contacts for the students who have been affected.

#### (Trouble Reporting Procedure)



#### (2) Harassment Response

- 1) Instructors of the class shall be familiar with the "Ritsumeikan University Harassment Prevention Guidelines" and take care to ensure that their words, actions, and be careful not to commit any acts of harassment through their speech and behavior.
- 2) If the instructor in charge or the TA witnesses or becomes involved in any acts of harassment, they shall immediately report/consult on the incident to the appropriate contact desk of the Ritsumeikan University Harassment Prevention Committee.

#### (3) Supporting students with disabilities

When support is necessary for students with disabilities, the college/academic institution and the Disability Resource Center shall jointly take actions based on the "Ritsumeikan University Policy on Support for Students with Disabilities" provided by the Disability Resource Center.

#### (4) Personal Information Protection

- 1) TA shall not use personal information obtained in their duties, such as students' grades and contact information, for any purpose other than ES duties.
- 2) TA shall submit a separate written pledge regarding the protection of personal information at the time of employment.
- 3) TA may only use personal information in classrooms, administrative offices, private laboratories of class instructors, or other limited on-campus facilities. However, even on-campus, they may not process the information on their personal computers. In addition, the information may not be taken



outside the university, such as home, by any medium or method. When handling information containing personal information, it must be done under the permission and direction of the instructor of class, and the storage location must be under the control of the instructor of class.

#### 19. Verification system

The Division of Academic Affairs will conduct a survey of instructors and TA once each year. In addition, opinions from undergraduate students will also be collected appropriately. The results of the analysis of each survey will be used to improve the system in the following year.

#### 20. Supervisory division

Kinugasa Manabi Station is in charge of the TA system and is responsible for the management and operation of the TA system, while the Educational Affairs Division (Center for Educational Development and Support) is in charge of TA training in cooperation with the lead division.