

# Guidelines for Teaching Assistant System

(Revised July 2025)

## [Purpose of the Guidelines]

### 1. Purpose of the Teaching Assistant Guidelines

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

## [TA Definition].

### 2. Role of the TA System

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. For the graduate students themselves, the program will enhance their own educational skills and regarded as important career paths for researchers, teachers, and others.

### 3. TA Eligibility

Regular graduate students are eligible to become TAs. The relationship between the eligibility of TA and the classes in charge of is as follows

Students Affiliation	Undergraduate classes	Master course, Professional-graduate degree program, 1st and 2nd year classes of Integrated Doctoral degree program	Doctoral course, 3rd to 5th year classes of Integrated Doctoral degree program, 4-year Doctoral program
Master course, Professional-graduate degree program, 1st and 2nd year of Integrated Doctoral degree program	○	×	×
Doctoral course 3rd to 5th year classes of Integrated Doctoral Course 4-year Doctoral degree program	○	○	×

However, the following students are not eligible to become TAs:

- (1) Students enrolled in the said class
- (2) Students whose enrollment status is "Study Abroad"

### 4. Code of Conduct for TA

TAs are expected to carry out their duties sincerely under the guidance and instructions of the supervising instructor. Please make sure to follow the rules below:

- (1) Comply with this guideline and all university rules and regulations.
- (2) Do not miss, arrive late to, or leave early from your assigned duties without prior approval.  
If you are unable to attend due to unavoidable circumstances, you must notify the supervising instructor in advance.
- (3) Always follow the instructions of the supervising instructor during your TA activities.
- (4) Refrain from any behavior that may damage the university's reputation or interfere with its operations. Maintain order and respect within the university community.
- (5) Do not disclose any internal or confidential information obtained during your TA activities to third parties, even after your assignment ends.
- (6) If you cause damage to the university or its members due to intentional actions or serious negligence, you may be held responsible for compensating for the loss.

## [TA Duties]

### 5. 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., assistance with attendance management, IT equipment operation, 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>

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 to college and graduate school

Work in the Study Counseling Room, etc., assistance with graduation thesis, 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.

### 6. 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 can engage in this responsibility. The specific operation shall be defined as follows.

- (1) TA is not allowed to be involved in final examinations.
- (2) TA is not allowed to be involved in scoring/grading (A+/A/B/C/F, etc.), maintaining grade records, or posting to the grading report sheet. The instructor is responsible 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 final examinations.

### 7. Addition and Deletion of TA duties

Any addition or deletion of TA duties must be confirmed by the Academic Affairs Committee.

### 8. TA Reporting Obligations

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<sup>1</sup> 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.

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

TA shall submit a work report upon the completion of TA duties (July for the spring semester and January for the fall semester).

### **[Duties of Instructor]**

#### **9. Role of the Instructor**

Instructors shall comply with the Guidelines and have the following roles

- (1) Clarify the contents, responsibilities, etc. of TA duties when planning classes.
- (2) Manage the TA work. Especially for online class, TA may have more workload than face-to-face classes, so the instructor should make efforts to avoid excessive workloads on the TA.
- (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 contents, job descriptions, and out-of-class duties.
- (7) For TAs who aim to become educators or researchers in the future, consider the content of their work to help them gain teaching experience through their duties as TA, to the extent to maintain the original purpose of TA and the execution of its duties.
- (8) Submit a TA utilization report after the completion of the work.

### **[Roles of college, graduate school, and academic institutions]**

#### **10. Employment of TA**

The affiliation of TAs shall be with the college, graduate school or academic institution to which they are assigned.

#### **11. Confirmation of TA application**

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

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

#### **12. Decisions regarding Employment**

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.

#### **13. Management of TA System Operation**

The dean/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 Guidelines.

#### **14. Administrative Office**

About the employment of TA, the administrative office of the hiring college, graduate school or academic institution will oversee administration and assist in the operation of the TA system.

### **[Operation of the TA System]**

## **15. Provisions Related to Employment Conditions**

- (1) Employment shall be subject to "Ritsumeikan Trust Work Regulations for Hourly Non-Teaching Staff."
- (2) College, graduate school, or academic institution shall prepare and provide a Notification of Employment Conditions to TA.
- (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 in summer and winter.
- (4) TA wages, both for in-class and out-of-class duties, shall be paid in accordance with the "Ritsumeikan Trust Regulations concerning Salaries of Hourly Non-Teaching Staff." When the TA performs classroom assistance tasks, the wage for one class hour shall be calculated as two hours including preparation and follow-up time.
- (5) Commuting expenses will not be reimbursed. However, if the TA works on a campus different from their affiliated campus, expenses will be reimbursed in accordance with the "Ritsumeikan Trust Regulations concerning Salaries of Hourly Non-Teaching Staff."
- (6) In cases where TA is instructed to travel off-campus, travel expenses will be reimbursed in accordance with the "Ritsumeikan Trust Regulations concerning Travel Expense."

## **16. Employment Arrangements**

- (1) College, graduate school, or academic institution shall establish the application guidelines for each course (or a certain group of courses). For recruitment, the instructor shall prepare job descriptions using a prescribed format subject to comply with the Guidelines.
- (2) The following items shall be clearly stated in the job description.
  - (a) Course, class, instructor in charge, and number of openings
  - (b) Description of work (specific tasks)
  - (c) Qualifications, required skills, etc.
  - (d) Details and hours of work outside of class (if there is work outside of class)
  - (e) Employment conditions and treatment\*
  - (f) Application method and period
  - (g) Selection method and announcement of results
  - (h) Administrative office in charge and contact information

\*State the employment rules and salary rules for Ritsumeikan University Educational Corporation Hourly Employees.

- (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.

## **17. Management of TA Work Records**

For the TA work records in course subjects, the instructor of the course and the TA must confirm and agree on the work attendance details. They must then submit the TA work attendance record sheet to the administrative office of the college, graduate school, or academic institution by the designated date each month.

As a rule, work attendance record sheet must be submitted in paper form to the designated office, with official seals of both the TA and the instructor to confirm the work records. However, if submitted electronically, it must be ensured that both the instructor and the TA mutually confirm and agree on the work records.

## **18. Training Programs**

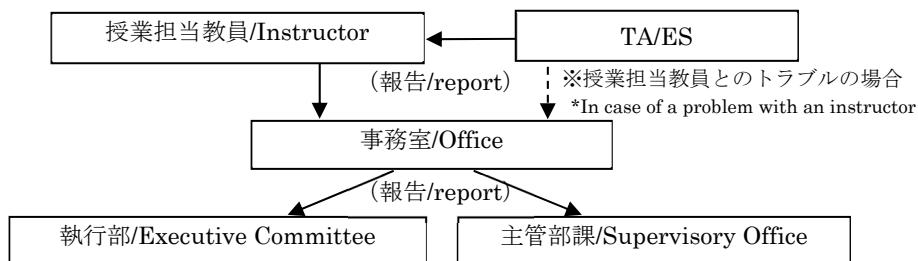
The administrative office and the supervisory office will provide appropriate training programs regarding TA. TA shall take the appropriate training programs.

## **19. Risk Management**

- 1) Risk Management System

- (1) When any problem occurs, the instructor of the class will be responsible for making efforts toward speedy resolution as well as adequate reporting.
- (2) When TA has any problem with students in the class while performing a duty, the TA shall consult with and report it to the instructor. The instructor shall immediately report the situation to the administrative office<sup>3</sup> of the college, graduate school or 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 administrative office of the college, graduate school or academic institution responsible for the course.
- (4) The administrative office shall report the situation to the executive committee<sup>4</sup> of the college, graduate school or academic institution and the office in charge in the Division of Academic Affairs. The college, graduate school or academic institution responsible for the course, shall establish a support desk where at least one contact person shall be located. Also, the office in charge of the Division of Academic Affairs, the contact person to manage the entire TA operation shall be assigned.
- (5) The executive committee shall seek action as necessary, after consultation with the administrative office and the Division of Academic Affairs. For problems caused by the relationship between TA and the instructor of the class, handle the situation with consideration to the relationship between them.
- (6) The above (2) to (5) shall not be applied to the harassment case stated below.
- (7) Regardless of the above, when incidents, accidents, or anything emergent arise, 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 administrative office of the course, and the supervisory office of the situation, and contact Ritsumeikan Medical Center as necessary. Faculty and staff members (more than two people) should go to the scene as quickly as possible and collect critical information such as the emergency contacts of the students who have been affected.

#### (Trouble Reporting Procedure)



#### 2) Harassment Response

- (1) Instructors of the class shall understand 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

<sup>3</sup> Administrative 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 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.

<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.

When support is necessary for students with disabilities, the college, graduate school or academic institution and the Disability Resource Center shall jointly take actions based on the “Examples of 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 TA duties.
- (2) 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 the class, and the storage location must be under the control of the instructor.

**20. Verification System**

The supervisory office in the Division of Academic Affairs will conduct a survey of instructors and TA once each semester. 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.

**21. Supervisory Office**

The Office of Academic Affairs at Kinugasa Campus (Kinugasa Manabi Station) oversees the TA system and is responsible for its overall management and operation. It is also in charge of TA training programs in cooperation with the Center for Educational Development and Support.