

Guidelines for Teaching Fellow System

(Revised July 2025)

[Purpose of the Guidelines]

1. Purpose of the Teaching Fellow Guidelines

The purpose of the Guidelines for the Teaching Fellow System is to enhance the educational capacity of the University and to develop the educational experience of graduate students who will become TFs by defining the roles, responsibilities, and authority of teaching fellows (hereafter referred to as "TFs"), instructors related to TFs, and the administrative office, and by maintaining the smooth operation of the TF system.

[TF Definition].

2. Role of the TF System

The purpose of the TF system is to contribute to the improvement of education at the University by employing graduate students as TFs and having the TFs take charge of the part of courses under the supervision and guidance of the instructors in charge of the classes, thereby acquiring educational and teaching skills and having their educational experience, and by assisting and supporting education together with instructors.

3. TF Eligibility

- 1) To be eligible to become TFs, candidates must meet all the following requirements:
 - (1) Be a full-time graduate student enrolled in a degree program at Ritsumeikan University.
 - (2) Have prior experience working as a Teaching Assistant (TA).
 - (3) Have completed the "Preparing Future Faculty Seminar" or passed the interdisciplinary graduate course "Preparing Future Faculty."
- 2) The following students are not eligible to become TFs, even if they meet the requirements outlined above:
 - (1) Students who are enrolled in the course in question.
 - (2) Students whose enrollment status is listed as "Study Abroad."

4. Code of Conduct for TF

TFs 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.
- (3) If you are unable to attend due to unavoidable circumstances, you must notify the supervising instructor in advance.
- (4) Always follow the instructions of the supervising instructor during your TF activities.
- (5) Refrain from any behavior that may damage the university's reputation or interfere with its operations. Maintain order and respect within the university community.
- (6) Do not disclose any internal or confidential information obtained during your TF activities to third parties, even after your assignment ends.
- (7) 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.

[TF Duties]

5. Scope of TF Work

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

- (1) Duties in class

Conduct classes independently (under faculty supervision and guidance)¹, assist with

¹ The proportion of classes taught by TFs should be limited to approximately one-fifth of the total number of classes for the same subject. If a TF is responsible for all sessions of a course at once, the limit may be extended to approximately three classes. However, 20-minute video-on-demand classes cannot be assigned in principle.

experiments and practical training, advise students, assist with group work, etc., implementation of class surveys, interactive sheets, communication papers, etc., attendance management assistance, assistance with operating information equipment, distribution of materials, VTR filming of classes, assistance with leading field trips (during class hours), maintenance of class environment²

(2) Work Outside of Class

Drafting lesson plans³, drafting handouts³, drafting quizzes and reports³, grading quizzes and reports³, supervising TAs, guidance and support for class presentations and reports, guidance and support for promoting class understanding (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 organizing 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. Assistance in leading field trips (outside of class hours), organization of reports, quizzes, class comments, communication papers, materials, etc. during the term⁴.

As for the quizzes, reports, attendance, etc. related to the daily evaluation of classes not taught by the TF, the TFs may be responsible for some of these (simple grading such as symbolic choice questions, pre-checking of answers and reports, and aggregation of attendance, etc.), subject to final check and responsibility of the instructor.

6. Not Assignable Duties for TF

The following duties shall not be assigned to TFs

1) Grading

The instructor is responsible for grading and the management of attendance sheets, quizzes, and reports related to grading, and no one other than the instructor may engage in this responsibility. The specific operation shall be defined as follows.

- (1) TFs are not allowed to be involved in regular examinations and report examinations.
- (2) TFs may not be involved in scoring/grading (A+/A/B/C/F, etc.), maintaining grades, or posting to the grading report sheet of classes not taught by the TFs.

2) Secretarial duties for faculty not related to the above TF duties

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

7. Adding or Reducing TF duties

Any addition or reduction of new duties concerning TFs will be subject to university-wide review by the appropriate teaching and learning organization.

8. TF Reporting Obligations

TFs shall submit the stipulated work report after duties completion (July for the spring semester and January for the fall semester).

[Duties of Instructor]

9. Role of Instructor

Instructors who direct TF duties shall comply with these guidelines and have the following roles. Instructors are responsible for all class management and grading.

- (1) Supervise the classes that TF is in charge of and be present in principle.
- (2) Final check of the draft lesson plan prepared by the TF (for the classes for which the TF is in charge).

² The instructor is responsible for maintaining the classroom environment. In large classes (200 students or more as a general guideline), TFs 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.

³ It is possible to work for only classes which TFs are in charge of. The instructors make final checks and are responsible for them.

⁴ Regarding grading, please refer to “5. Tasks that TFs cannot be responsible for”.

- (3) Final check of the draft handouts prepared by the TF (for the classes for which the TF is in charge).
- (4) Final check of the draft quizzes and reports prepared by the TF.
- (5) Final check of the draft quizzes and reports graded by the TF.
- (6) Before the TFs instruct the TAs, instruct the TFs about the content of the instruction.
- (7) Clarify TF duties contents, responsibilities, etc. when planning classes.
- (8) Manage TF's duties.
- (9) Instruct TFs on their duties in and out of class.
- (10) Work with TFs to improve the classroom course environment and the quality of teaching.
- (11) Manage classes so that TFs can perform their duties with ease.
- (12) Discuss with TFs regarding class plans, class content, job descriptions, and out-of-class duties.
- (13) For TFs who aim to become educators or researchers in the future, efforts will be made to consider the content of their work so that they can gain experience as educators through their work to the extent that it does not interfere with the original purpose of TFs and the execution of their duties.
- (14) After duties are completed, submit a report as stipulated.

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

10. Employment of TF

Each TF's affiliation shall be with the faculty or teaching institution to which he/she is assigned.

11. Confirmation of TF Application

The faculty or teaching institution that appoints TFs confirms that the content of the application submitted by the instructor who wishes to have a TF does not deviate from the TF's job description and the rules regarding employment as outlined in these Guidelines.

In cases where some or all of the classes are outsourced to an outside company through an outsourcing contract, the employer of the outsourcing company that conducts the classes cannot directly give work instructions to the TFs in the outsourced classes. Therefore, it is impossible to hire and use TFs in classes where all classes are outsourced. If a portion of a class is outsourced, TFs may be used for the portion of the class that is not outsourced.

12. Decisions regarding Employment

Employment of TFs will be decided after deliberation by either the Faculty Council or the meeting of each education-related organization to which the TF will be appointed before the start of employment. If it is difficult to deliberate before employment, approval after the fact may be possible. Cancellation of employment, as in the case of employment, shall be decided after deliberation by either the Faculty Council or the meeting of education-related organizations.

13. Management of TF System Operation

The head of the faculty or teaching institution that appoints TFs shall be responsible for the operation of the TF system in accordance with the contents outlined in these Guidelines.

14. Administrative Office

Regarding the employment of TFs, the administrative office of the employing faculty and the secretariat of the teaching institution will oversee administration and assist in the operation of the TF system.

[Operation of the TF System]

15. Course Assignment Arrangements

TFs may only be assigned to undergraduate courses. TFs are not allowed to be assigned to work in the academic affairs of faculties or graduate schools, such as working at the Study Counseling Office, etc.

16. Instructor Arrangements

Instructors for classes must be full-time faculty members.

17. Syllabus Description Arrangements

After the employment is confirmed, the instructors should modify the syllabus and note in the remarks column that TFs are in charge of part of the class, the TF's affiliation, the year in graduate school, and the name. Other details of the responsibilities may be included in the class schedule, etc.

Ex) The part of this class will be taught by the Teaching Fellow (TF).

(TF: name, [Year] year of Graduate School of [Name of your graduate school],)

18. Employment Arrangements

- (1) Faculties and teaching institutions accept a TF employment application per class. The application must be prepared by the instructor using a designated form and the content of the application must have been agreed with the graduate students who wish to be employed as a TF before submission. The application content must be prepared in compliance with the TF duties stipulated in these guidelines.
- (2) The employment condition is that TFs are in charge of classes. TFs are not employed for only duty other than teaching in classes such as drafting short reports, and grading. TFs are not allowed to be assigned to work in the academic affairs of faculties or graduate schools, such as working at the Study Counseling Office, etc.
- (3) TF who are assigned per class is only one person. (Multiple employments are not allowed.)
- (4) Students or instructors in charge of classes confirm to TF's supervisor that TF's work does not disrupt the student's academic study or research activities and the supervisors permit the student to be in charge of TF's work.
- (5) The following items are included in the application.

[Items in the TF Employment Request Application Form]

- Course basic information
- Student information such as the permission of supervisor, PFF training course history, TA experience, current research topic
- Content of TF duties such as number and content of classes of which TF is in charge, duties out of classes of which TF is in charge, and work hours outside of classes
- Conditions, treatment (State that the employment rules and salary rules for Ritsumeikan University Educational Corporation hourly employees shall be followed)
- (6) The application forms will be sent to the main division each semester by the administrative office specified separately. The administrative office and the main division shall keep the application documents for one year.
- (7) At the time of employment, the school corporation shall have an employment contract with the TF.

19. 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 TFs.
- (3) TF duties, including all duties, shall not exceed 15 hours per week on average per semester. TA duties, if assigned, shall be included in their work hours. However, this excludes intensive lectures during periods other than the spring semester and the fall semester.

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

In particular, the workload of TFs tends to be heavier in web-based classes than in face-to-face classes. Instructors must comply with the guidelines outlined in Section 9, "Roles of Instructor," including the following:

- (7) Clarify TF duties contents, responsibilities, etc. when planning classes

- (8) Manage TF's duties
- (11) Manage classes so that TFs can perform their duties with ease
- (12) Discuss with TFs regarding class plans, class content, job descriptions, and out-of-class duties

Efforts should be made to prevent excessive workloads for TFs.

- (4) TF 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."

20. Submission of Attendance Record

TFs submit their attendance records to the administrative office on a set date of each month. The attendance sheet may be submitted by any of the following methods. The secretariat may determine the method of submission according to the scale of employment and the operational structure of the secretariat.

- (1) Submit a paper attendance record to the office with the TF's and class instructor's seals verifying work performance.
- (2) Instead of (1) above, submit an electronic copy of the attendance record with "an electronic record indicating that the instructor and student have mutually reviewed and agreed upon the work performance*".

*For example, a record indicating that the instructor has verified the work record provided by the student himself/herself through e-mail correspondence, etc.

21. Risk Management

1) Risk Management System

- (1) Instructors are responsible for making efforts to promptly resolve crises and problems, and for making appropriate reports.
- (2) TFs shall consult with and report to the instructors in charge of the class in the event of any problems with students while performing their duties. The instructor in charge of the class should report the content of the consultation to the office or the secretariat⁵ as soon as possible.
- (3) In the execution of their duties, TFs shall consult with and report to the administrative office in the event of any problems with the instructor in charge of the class.
- (4) The office or the secretariat shall promptly report the details of the problem to the executive office⁶ and the relevant department or section. The office or the secretariat shall set up a consultation desk and assign at least one person in charge. In addition, a person in charge of TF operations shall be assigned in the section in charge of TF operations.
- (5) The Executive Office will take measures as necessary after consulting with the relevant departments and the office or the secretariat. In the case of the problem of the relationship between TF and the instructor in charge of classes, the relationship will be considered.
- (6) The above (2) through (5) do not apply in the case of harassment response as described below.
- (7) Notwithstanding the above, in the event of an incident, accident, or other urgent trouble, the instructor in charge of the class will give appropriate instructions to the TFs and immediately contact the nearby office⁷. The office will immediately contact the Executive

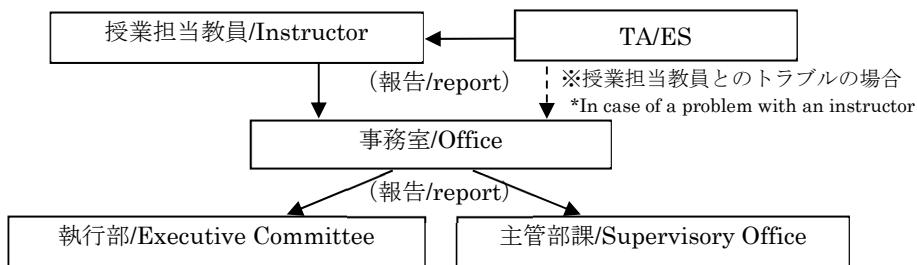
⁵ In risk management, "office or secretariat" means the administrative office or office of the faculty, graduate school, or teaching institution that is responsible for offering the class and employing the TF.

⁶ Executive Office means the executive office of the faculty, graduate school, or teaching institution that is responsible for offering the class and that employs the TF.

⁷ In the event of an emergency problem, regardless of the responsibility for offering the class or the office or secretariat where the TF is employed, the office physically close to the class will be contacted and that office will take appropriate action.

Office, the General Affairs Department, and if necessary, the Health Center. In addition, more than one instructor must rush to the scene of the incident to collect information, including emergency contact information for the affected students.

(Trouble Reporting Procedure)



2) Harassment Response

- (1) Instructors in charge of classes and TFs shall familiarize themselves with the "Ritsumeikan University Guidelines for the Prevention of Harassment" and give due consideration so that their words, actions, etc. will not lead to harassment of students or TFs.
- (2) If instructors in charge of classes and TFs receive or witness any conduct that constitutes harassment, they shall promptly report and consult with the appropriate contact point of the Ritsumeikan University Committee for the Prevention of Harassment.

3) Support for Students with Disabilities

In case of necessary to support for students with disabilities, faculties, teaching organizations, and the Disability Resource Center will work together, referred to as "Examples of Support for Students with Disabilities" written by the Disability Resource Center.

4) Personal Information Protection

- (1) TFs must not use personal information obtained in the course of their duties, such as students' grades and contact information, for any purpose other than TF duties.
- (2) TFs may only use personal information in classrooms, administrative offices, private laboratories of 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 an instructor, and the storage location must be under the control of the instructor.

22. Verification System

- (1) The appointing organization verifies the effectiveness based on reports, etc., and includes them in the educational affairs summary.
- (2) The main division verifies the system based on reports and the educational summary etc., in collaboration with the Division of Academic Affairs.

23. Supervisory Office

The Office of Academic Affairs at Kinugasa Campus (Kinugasa Manabi Station) oversees the TF system and is responsible for its overall management and operation.