

【Guidelines for the Teaching Assistant System】

【Purpose】

1. Purpose of these Guidelines

The Guidelines for the Teaching Assistant System clarify the roles, responsibilities and scope of Teaching Assistants (hereinafter referred to as “TA”) and the faculty members involved with TAs who are responsible for the smooth operation of the TA system; thereby achieving the aim to enhance the educational capability of Ritsumeikan University.

【Definition of TA】

2. Role of the TA System

The purpose of Ritsumeikan University’s TA System is as follows.

In the TA System, graduate students of Ritsumeikan University are employed in order to contribute to the educational improvement of Ritsumeikan University by working with faculty to offer further educational assistance and support. In addition, the system allows graduate students the opportunity to enhance their academic abilities and can be considered indispensable to those aspiring to become researchers, teachers, etc.

3. TA Eligibility

TAs must be graduate students at Ritsumeikan University. The qualifications for being a TA and the courses in which a TA are permitted to work are as follows.

Permitted courses Affiliation of Graduate Student	Undergraduate programs	Master’s programs/ professional degree programs/ up to the 2 nd year of integrated doctoral programs	Doctoral programs, beyond the 3 rd year of integrated doctoral programs
Master’s program/ professional degree program/ up to the 2 nd year of an integrated doctoral program	○	×	×
Doctoral program, beyond the 3 rd year of an integrated doctoral program	○	○	×

【TA Job Description】

4. Range of TA Duties

The duties of the TA are as follows and shall be conducted under the direction of faculty based on “2. The Role of the TA System”.

(1) Class related work

① Support in Class

Assisting in experiments/workshops, giving advice to students, facilitating group work, conducting surveys, assisting with attendance management, assisting in the operation of information devices, handing out class materials, videotaping classes, assisting with leading students on off-campus activities (within class hours), maintaining a healthy class environment(*1)

② Support Outside of Class

Instructing or assisting in the preparation of students' presentations or reports for classes (especially international students, working students, and students with disabilities), instructing and assisting students in order to help them to better understand class content, giving instructions to students for reports and research papers for class, assisting with the making of course handouts and class materials, assisting with the operation and maintenance of websites related to course tools or class subjects, assisting with leading students on off-campus activities (outside class hours), organizing reports, quizzes, class evaluations, communication papers, and other class materials(*2)

With regards to short reports, quizzes and attendance that will effect daily evaluations, TAs are permitted to engage in part of such work under the condition that the instructors-in-charge will conduct a final check and will be fully responsible for the outcome. The jobs TAs are permitted to conduct include the basic marking of quizzes with simple answers such as multiple-choice, pre-checks of answer sheets and reports, and tallying attendance.

(*1) Maintaining the class environment is the responsibility of faculty. For large classes (approximately 200 students or more), TAs that are under the direct instruction of faculty are permitted to assist in controlling the students entering and exiting the classroom during class hours in order to maintain a healthy class environment.

(*2) Regarding work that is related to grade evaluation, please see “5. Jobs TAs cannot engage in.”

(2) Jobs Involved with the Academic Affairs of Undergraduate/Graduate Schools

Jobs in the student counseling room, assisting with writing

undergraduate/graduate theses, instructing and assisting with students' independent study activities, instructing and assisting students participating in seminar conferences held within or outside the university, assisting in the establishment/preparation of commonly used undergraduate class materials.

5. Jobs TAs Cannot Engage In

TAs cannot engage in the jobs described below.

(1) Work that is related to grade evaluation

Grade evaluations are the responsibility of faculty, and only faculty are permitted to engage in work that is related to grade evaluation. Details are stated below.

① TAs cannot be involved in the any work related to mid-term exams, final exams or report exams.

② TAs cannot be involved in any work related to scoring or evaluating (e.g. A+/A/B/C/F), managing evaluation results, or transferring data to grade evaluation reports. In addition, the management of attendance sheets, quizzes, and short reports that are connected to grade evaluations will be the responsibility of faculty.

(2) Secretary type work for faculty that has no connection to the TA duties described above.

Work for academic conferences/associations, website maintenance work that does not relate to the course, or proctoring mid-term/final exams.

6. Adding/Eliminating Duties of TAs

When adding or eliminating the duties of TAs, the decision must be made at a relevant academic affairs department after passing a university-wide review.

【Faculty Job Description】

7. Roles of Faculty

Faculty who are in charge of giving job instructions to TAs must comply with these guidelines and fulfill the following roles.

(1) When making the curriculum for a course, a detailed TA job description that includes specific responsibilities must be clearly stated.

(2) Be responsible for managing the TA's work schedule.

(3) Give job instructions to TAs during or outside class hours.

(4) Work with TAs to create a healthy class environment and put efforts into improving the quality of the class.

(5) Strive to ensure smooth class operation so that TAs can perform their jobs without

concern.

- (6) Have meetings with TAs regarding the curriculum of the course, content of the class, TA duties, activities outside of class, etc. throughout the semester.
- (7) If the TA is one who wishes to pursue a career as an educator or researcher, give them the opportunity to gain experience as educators through their job activities and assign work accordingly, within limits that do not interfere with their originally assigned duties.

【Roles of the administrative offices of colleges, graduate schools and academic affairs departments】

8. Employment of TAs

The affiliation of each TA will be either the college, graduate school or academic affairs department that chose to employ them.

9. TA Recruitment

The college, graduate school or academic affairs department which employs TAs has a responsibility to make sure that the recruitment details posted by the faculty member for a TA position do not deviate from the work description and application policies specified in these guidelines.

10. Hiring Decisions

Hiring decisions of TAs will be made either at the college faculty council meeting, graduate school committee meeting, or graduate school faculty council meeting after careful review and consideration. If such a meeting is difficult to hold before hiring a TA, approval may be given after hiring the TA. If withdrawing an offer to hire a TA, the process is similar to when hiring, with the final decision being made at either the college faculty council meeting, graduate school committee meeting, or graduate school faculty council meeting after careful review and consideration.

11. TA System Utilization Management

Having understood what is written in these guidelines, colleges, graduate schools and the academic affairs department that hire TAs must take responsibility for utilizing the TA system accordingly.

12. Steering Committee

As for the employment of TAs, the administrative office of the college / graduate school and

the secretariat of the academic affairs department will be responsible for administrative tasks and assist in the operation of the TA system.

【Operation of the TA system】

13. Agreement on TA Working Conditions

(1) The salary of the TA is ¥3,000 per class period (a class is 90 min.). This salary also includes duties directly before/after the class period (30 min.).

(2) ¥1,500 per hour (¥750 for 30 min.) will be paid for work outside the class period. The approximate amount of work outside the class will be specified in the application guidelines.

(3) The average amount of time students can work as a TA is 15 hours or less per semester, which includes all TA related work. However, this does not include intensive course periods offered outside the spring or fall semester period.

As for the actual working hours and duties of TAs, when the instructors-in-charge arrange their work schedules, they must give due consideration as to not interfere with the TAs' own studies.

(4) Commuting expenses are not provided. However, if a TA is required to work at a campus other than the one he/she belongs, commuting expenses may be provided. For the criteria to determine the amount, the Regulations for Travel Expenses shall be applied *mutatis mutandis*.

14. Employment Agreement

(1) Colleges, graduate schools or academic affairs departments must provide TA application guidelines for each subject/course (or for a certain group of subjects/courses). When hiring new TAs, the guidelines must be created by the instructors-in-charge using the prescribed format. In addition, the application guidelines, when created, must comply with these guidelines.

(2) When hiring new TAs, the following items must be specified.

- ① Subject / Number of students / Name of instructor(s)-in-charge
- ② Description of work (give specific examples)
- ③ Requirements for applying (skills required, etc.)
- ④ Approximate amount of work outside the class period
- ⑤ Duties / Working conditions
- ⑥ Application method and period
- ⑦ Screening method / Result announcement
- ⑧ Secretariat / Contacts

(3) The application guidelines will be sent by the secretariat every semester to the department in charge. The secretariat and the department in charge must keep the guidelines for one year.

(4) When employing new TAs, the Ritsumeikan Trust must conclude an employment contract with the TAs.

(5) If employed, TAs must submit a written oath (specified separately) to the secretariat.

15. Submission of Work Attendance Records

TAs must submit their work attendance records to the secretariat on the designated day.

16. Employee Training Agreement

The secretariat and the department in charge of the TA must conduct relevant employee trainings for the TA.

17. Risk Management

(1) Risk management scheme

① The instructors-in-charge, when faced with hazardous situations or trouble, must make efforts to solve problems promptly and report incidents accordingly.

② If TAs experience any trouble with students in class, they must report and consult with the instructors-in-charge. The instructors-in-charge must then report the problem to the administrative office of the graduate school or the secretariat (*3).

③ If TAs experience any trouble with the instructors-in-charge, they must report or consult with the administrative office of their graduate school or the secretariat.

④ The administrative office of the graduate school or the secretariat must report the problem to the executive department (*4) or to the department in charge. The administrative office of the graduate school or the secretariat must establish a consultation desk and must allocate at least one person for this position. Also, a person in charge of managing TA system operations must be assigned at the department in charge.

⑤ The executive department, after deliberation with the department in charge and the secretariat, must discover necessary solutions. If the trouble occurred between TAs and instructors-in-charge, their relationship must be taken into account when developing solutions.

⑥ In regards to harassment issues, which will be described later, measures ② - ⑤ above will not apply.

⑦ Regardless of what is written above, in the event of any kind of incident, accident or

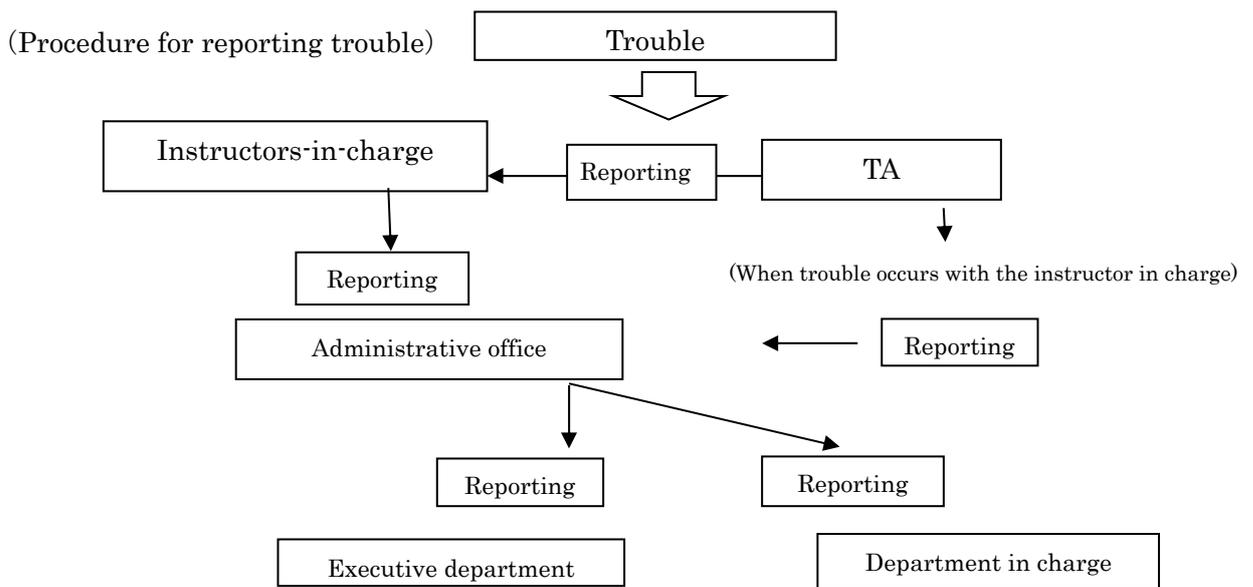
trouble that requires urgent assistance, instructors-in-charge must give TAs appropriate instructions and must report to the nearest administrative office (*5).

The administrative office must urgently report the problem to the executive department and the division of general affairs and contact the health center if necessary. Moreover, the administrative office must make sure that more than one staff member quickly goes to the scene of the incident and collects pertinent information, such as the emergency contact information of students who have been affected.

(*3) With regards to risk management, “the administrative office of the graduate school or to the secretariat” means the office responsible for conducting the course, and therefore is either the administrative office of the college, graduate school or academic affairs department, or the secretariat.

(*4) The executive department means the department responsible for conducting the course. Here, it is the executive department of the college, graduate school, or academic affairs department that is employing the TA.

(*5) In the event of an emergency, regardless of whether the office is the administrative office or the secretariat responsible for conducting the course or not, contact the administrative office that is physically closest to you.



(2) Harassment Measures

① Both instructors-in-charge and TAs are required to be familiar with what is written in the “Ritsumeikan University Harassment Prevention Guidelines” and be extra careful not to commit any acts of harassment through their speech and behavior.

② If instructors-in-charge or the TAs witness any acts involving harassment, they must promptly report/consult on the incident to the appropriate contact desk of the Ritsumeikan University Harassment Prevention Committee.

(3) Personal Information Protection

① TAs must not use students' personal information acquired through their work such as students' grades or contact information for any purpose other than TA work.

② TAs must submit a written oath regarding personal information protection at the time of their employment.

③ TAs must not use students' personal information outside the classroom, administrative office, private research room of the instructors-in-charge or other prescribed facilities within the university. TA's are not allowed to handle personal information using a computer, even if the computer is located in one of the above locations. In addition, regardless of the medium or method, information cannot be taken to the TA's home or any other place outside the university. When dealing with personal information, TAs must follow the instructions of the instructors-in-charge and store the information so that it remains under the control of the instructors-in-charge at all times.

18. Verification system

The department in charge conducts a survey once a year for instructors/TAs. It also collects and summarizes the opinions of undergraduate students. The results gained after analyzing the answers of each survey will be used to improve the TA system the following year.

19. Department in charge

The Office of Graduate Studies is in charge of and responsible for the TA system and its operation. The Office of Academic Coordination (Center for Development and Support of Higher Education) will be in charge of working together with the Office of Graduate Studies to conduct TA training.

Additional Clauses (These guidelines were partially revised in accordance with the revision of the Immigration Control and Refugee Recognition Law on Sep 27, 2010 which allowed international students to work as TAs without obtaining permission to engage in activity other than that permitted under the status of residence previously granted. Sep 27, 2010)

These guidelines will come into force from Sep 27, 2010, and become effective on Sep 26, 2010.

Additional Clauses (On Jan 31, 2017, partially revised in accordance with the

reorganizing of the description of the scope of TA's work.
These guidelines will come into force from Apr 1, 2017.