School of Mathematics and Physics

Teaching Assistant Management Guideline

1. Introduction

a) Learning and teaching is an engine of XJTLU. Teaching Assistants (TAs) play indispensable role in learning and teaching.

b) There are a few policies associated with teaching assistants, such as University TA policy, Teaching Assistant Practice for Full Scholarship PhD students from SMP.

c) This document aims to combine the previous documents and come up with an implementation manual of all teaching assistant issues.

2. Role of Teaching Assistants

Who can be TAs?

a) Holders of the XJTLU PGR full scholarship are required to serve as teaching assistant.

b) Holders of the XJTLU fees-only, holders of the XJTLU partial scholarship, self-funded PGR students and master students have no such requirement, but they will be paid at the rate in operation during the service of TA.

c) Graduate students from other universities may undertake teaching related activities.

Teaching Assistants' Responsibilities

a) XJTLU full-time graduate students are normally restricted to 500 hours of work each academic year. XJTLU PGR students with full scholarship must complete at least 300 hours of work each academic year. There is no such requirement for other teaching assistants.

b) TA duties typically include the following:

- Laboratory demonstration and support from practical work in the classroom
- Attendance on and support with field courses
- Group tutoring
- Scheduled office hours for one-to-one tutoring
- Invigilation of formal examinations and/or class tests
- Marking of formative assignments with appropriate training
- Other appropriate activities as determined by the school

c) The tutorials and office hours delivered by teaching assistants must be the extra hours apart from the regular teaching hours assigned to faculty members.

3.   Application Procedure

Module leaders' applications

a) The Module Leader is permitted to apply for teaching assistants starting during the reading weeks of the current semester. The school will send the specific email notification to Module Leaders. The Module Leader must provide a detailed workload estimate. **Appendix 2** provides the workload calculation guidelines and **Appendix 4** demonstrates an application template. The estimated time for each task should include both preparation and implementation.

b) Faculty members are responsible for fulfilling the following teaching obligations, which must not be assigned to teaching assistants.
   1) For one session of a 5-credit module: at least 4 hours teaching (lectures, tutorials, labs, etc.) and 2 hours office hours per week.
   2) For one session of a 2.5-credit module: at least 2 hours teaching (lectures, tutorials, labs, etc.) and 2 hours office hours per week.
   3) Marking: for one session, mark all in-semester assessments and the final/resit exam for modules with up to 3 in-semester assessments.

Postings of vacant TA positions

a) Postings of vacant TA positions will start about one week after Module Leader's application.

b) The number of vacant TA positions is subject to annual budget.

Candidate submit applications

a) PGR students with full scholarship will be selected by default. Other students may apply for teaching assistant in TAMS **once the posting is released.**

b) Each applicant must provide a CV and transcript.

Allocation after application

a) Applicants must be interviewed before being assigned to office hours and tutorials for the first time. The interview panel consists of the module leader, the associate director for postgraduate research students in learning and teaching, and an independent reviewer.

b) PhD students must not be assigned to the modules delivered by their principal supervisor unless special approval from the Associate Dean of Learning and Teaching.

4.   Quality Assurance

All teaching assistants should be monitored by module leader to ensure teaching quality.

a) The module leaders should monitor the performance of teaching assistants to ensure the teaching quality. If the performance is below the appropriate standard, the module leader shall inform the teaching assistants in written notice and the associate director of postgraduate research students for learning and teaching shall also be updated. The teaching assistantship shall be withdrawn if there is still no clear improvement after the written notice.

b) If an XJTLU PGR full scholarship holder is withdrawn from the TA work due to unsatisfactory performance, the monthly stipend will also be suspended.

c) In the middle and/or the end of the semester, TA evaluation questionnaire shall be conducted by the Module Leader to collect students' feedback. A template of the TA evaluation questionnaire is provided in **Appendix 1**.

APPROVAL AND REVISION LOG

Date	Approval	Description
15 Dec, 2025	SSMT	Approved

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Appendix 1. Questionnaire for Teaching Assistants

Please rate the teaching assistants on the following three aspects. **The scoring range for each is from 1 to 5.**

1) Teaching assistant can address students' inquiries in a timely and efficient manner.

Teaching Assistants	Score
John Curry	
Susan Boyle	
Larry Guth	

2) The teaching assistant demonstrates exceptional academic proficiency and deep understanding of the subject matter covered in this course.

Teaching Assistants	Score
John Curry	
Susan Boyle	
Larry Guth	

3) The teaching assistant's explanations are delivered in clear, standard English, and are not only well-structured but also intellectually stimulating.

Teaching Assistants	Score
John Curry	
Susan Boyle	
Larry Guth	

Appendix 2. Estimation of Teaching Assistant Workload

Teaching duties of teaching assistants in SMP primarily fall within the areas of group tutoring, lab demonstration, office hours, marking and invigilation. In accordance with the University TA policy, the following guidelines outline the estimation of TA workload.

Group tutorial:

- First session: preparation (up to 3 hours) + implementation hours[1];
- Repeat session: preparation (up to 1 hour) + implementation hours.

Lab demonstration:

- First/repeat session: preparation (up to 1 hours) + implementation hours;

Office hour: actual office hour.

Marking: actual marking hour.

Invigilation:

- For exams on the SIP campus: preparation (0.5 hours) + actual exam duration + collecting exam papers (0.5 hours).
- For exams on the TC campus: preparation (0.5 hours) + actual exam duration + collecting exam papers (0.5 hours) + commuting (4 hours).

Examples of teaching assistant workload estimation

TA 1 (XJTLU doctoral student supported by the PGRS scholarship) is allocated with the following duties in the academic year.

Semester 1	Semester 2
- Delivery of 1-hour tutorials to 3 groups of students from Week 1-13. - Marking assignments 2pages for 100 students each week from Week 1-13.	- Delivery of 2-hour Labs from Week 1-13. - 1 hour office hour from Week 1-13. - Marking assignments 2pages for 150 students each week from Week 1-13. - Invigilation for one exam(2hours) on SIP campus and another one exam (2hours) on TC campus.

The teaching load of *TA 1* is estimated as

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[1] *implementation hours refer to the hours TA spent in real occasion.*

Semester 1	Semester 2	Grand Total
- Group tutorial: First session: (3+1)*13=52 Repeat session: (1+1)*2*13=52 - Marking: 65 Total: 104+65=169	- Lab demonstration: First session/repeat session (1+2)*13=39 - Office hour: 1*13=13 - Marking: 97.5 - Invigilation:3+7=10 Total: 39+13+97.5+10=159.5	328.5

The work load of TA 1 meets the standard between 300 and 500 hours according to the University Teaching Assistant Policy.

Appendix 3. Review Committee Form

This form aims to record all the comments during the reviewing process associated with teaching related issues.

Date:

Location:

Committee Members:

AD of PGRS for L&T	Module leader	Independent Reviewer

List of Reviewees and Comments:

Name of Reviewee	Grade	Comments

Signature of Committee Members:

AD of PGRS for L&T	Module leader	Independent Reviewer

Appendix 4. Module leaders' Application Template

Module Code: MTHXXX	Module Title: Survey Sampling
Module leader: John Curry	Coteacher: Steve Jobs, Jerry Sanderson
Module size: 300	Total Hours: 145

Required No.: 3

Justification: The module has an enrollment of 300 students. According to the allocation guidelines, the recommended student-to-instructor ratio (R) should be between 30 and 60. With three instructors currently in place, hiring three additional Teaching Assistants (TAs) would achieve a ratio of 50.

We plan to assign the three TAs to the following tasks:

1. **Office Hours**: Each TA will be responsible for one group, requiring 1 hour of office time plus 1 hour of preparation per week. The weekly commitment is 2 hours, resulting in a total workload of 2 hours/week × 13 weeks = 26 hours.
2. **Tutorials**: Similarly, each TA will conduct one tutorial group per week, requiring 1 hour of teaching plus 1 hour of preparation. The weekly commitment is also 2 hours, resulting in a total workload of 2 hours/week × 13 weeks = 26 hours.
3. **Marking**: There are two coursework assignments. Each TA will receive 1 hour of training. If each script takes 6 minutes to mark, the total marking workload for 300 students would be: 1 hour (training) + 2 assignments × 300 scripts × 0.1 hour/script = 61 hours.

The combined total workload per TA for this module is therefore 26 hours (office hours) + 26 hours (tutorials) + 61 hours (marking) = **113 hours**.