

APPOINTMENT OF TEACHING ASSOCIATES - SUPPLEMENT TO ARTICLE 7.D.

- **ARTICLE ON TEACHING ASSOCIATES**

The information in this local agreement is intended to supplement, not supplant, Article 7.D. of the CBA.

With respect to the appointment of Teaching Associates, the following values will apply:

- a. While guaranteeing the quality of the teaching/learning experiences of undergraduates, we wish to insure that the Teaching Associate's experience adds value to the doctoral student as a member of the profession and enhances his/her employability;
- b. The Teaching Associate's experience must be designed to improve the teaching skill of the doctoral student, regardless of the extent of his/her prior experience or skill as a teacher.

Teaching Associates may be appointed at UNIVERSITIES granting doctorates pursuant to the provisions set forth below.

3. A Teaching Associate may be appointed to a department if he/she is registered for credit as a doctoral student in good standing in the department and possesses a master's degree or at least thirty-six (36) graduate credits.

4. An individual Teaching Associate will be appointed for one (1) academic year with the possibility of reappointment for a second year. Criteria for reappointment for the second year include acceptable teaching performance and timely progress toward completion of the degree, as verified by the graduate program coordinator. Third-year appointments will be granted only in unusual circumstances. Special requests for a third-year reappointment will be considered on a case-by-case basis. To be considered for a third-year appointment, a petition must be made in writing to the Dean of the Graduate School and Research and to the President of IUP-APSCUF. Both the Dean of the Graduate School and the President of IUP-APSCUF must agree that the circumstances warrant the reappointment. This must be completed prior to May 1 for consideration at local Meet and Discuss. Each special request must be approved at local Meet and Discuss prior to the beginning of the Fall Semester.

5. Teaching Associates will be assigned a regular full-time FACULTY member as a mentor. The FACULTY mentor shall accrue one (1) credit hour of workload for each Teaching Associate assigned to him/her in a given semester. FACULTY assigned to mentor Teaching Associate(s) will be expected to:

- a. Review the Teaching Associate's course syllabi and course text selection at a date prior to the beginning of each semester, such that the Teaching Associate has time to revise the course syllabus prior to distributing it to

his/her classes during the first class period. This review will insure compliance with departmental, college and university guidelines.

- b. Observe the Teaching Associate several times during a semester and meet subsequently to discuss each observation. Based upon an initial classroom observation, conducted early in the semester, the Mentor will determine the number of classroom observations to be conducted in a semester. Prior teaching experience and factors emerging in the initial observation will be considered in the development of a plan to encourage the Teaching Associate's growth.
- c. Meet with the Teaching Associate regularly to discuss teaching and the student's progress toward improving as a teacher. The extent and nature of the meetings will be determined by the number of Teaching Associates assigned to a mentor, the extent of their prior teaching experience, and other factors that may advantage or disadvantage them with respect to fulfilling their professional responsibilities.

6. Teaching effectiveness and timely progress toward completion of the degree will be the primary categories for the evaluation of Teaching Associates. Each department having Teaching Associates will develop a plan for observation and evaluation of Teaching Associates. Following the approval of a majority of regular full-time faculty in the department, the plan must be reviewed and endorsed by the College Dean and the Dean of School of Graduate Studies and Research. The plan will be forwarded to Meet and Discuss for approval. The data for evaluation of Teaching Associates must minimally include:

- a. The summary data sheet of student evaluations for each course taught as mandated in Article 12 of the CBA for probationary nontenured FACULTY;
- b. Classroom observations and written evaluations of teaching;
- c. Written evaluation(s) of the Teaching Associate's progress toward completion of the degree by the Faculty Advisor or Dissertation Advisor with the co-signature of the Doctoral Coordinator;
- d. Copies of syllabi for courses taught;
- e. An updated vita;
- f. Any other pertinent data the Teaching Associate wishes to submit; e.g., copies of academic publications and/or presentations at meetings of professional organizations
- g. Other data may be deemed pertinent in the process of evaluation as specified in the departmental plan.

The departmental evaluation plan shall provide the Teaching Associate with a reasonable opportunity to discuss this evaluation, after which the committee shall submit its detailed written evaluation, along with the above-mentioned supportive materials to the College Dean with a copy to the Teaching Associate and Department Chairperson.

The Department Chairperson, after receiving the evaluation, shall provide an opportunity for the Teaching Associate to discuss the evaluation.

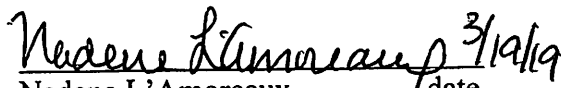
The College Dean will notify the Dean of the Graduate School that the evaluations have been completed.

The timeline of the evaluation will align with the timeline set forth for Temporary Faculty.

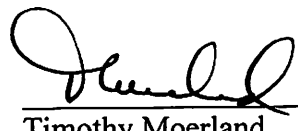
7. General prohibitions:

- a. Teaching Associates may not be assigned to teach at a branch campus or other off-campus locations.
- b. Teaching Associates may not be assigned to teach summer school.
- c. In addition to the language stipulated in the Collective Bargaining Agreement, Teaching Associates may not be assigned advisees.

APSCUF/Management
Expires: June 30, 2029


Nadene L'Amoreaux
President of IUP-APSCUF

3/19/19
date


Timothy Moerland
Provost and Vice President for Academic Affairs

3/19/19
date