

**Addendum to and specification of the Graduate Student Teaching Policy (Appendix 3. to the CEU Doctoral Regulations) for AY 21/22**

**September 15, 2021**

This guideline extends and specifies CEU's Graduate Student Teaching Policy.

**Types of teaching assistants**

As per CEU's policy doctoral students must complete a *Teaching Practicum* to satisfy their program requirements. This practicum is unpaid and is the condition for eligibility for serving as paid teaching assistants in the future.

*Course assistants* and *Doctoral Student Tutors* are both teaching assistants but the latter has a wider range of responsibilities- as described below in the table. *Technical Assistants* provide technical support before/ after or during anonline class session.

Part-time positions may also be advertised, if departmental need warrants that.

**Hiring procedure**

All paid positions must be advertised on this page (<https://careernext.ceu.edu/>). Job advertisement templates are available from HRO.

Departments should contact HRO to post job advertisement. Applications must be submitted to HRO who will create and share a folder for each advertised position with the department. Departments make decisions, notify the students and request the start of contracting from HRO.

**Training** for Doctoral Student Teaching Assistants specifically focused on supporting teaching online will be provided by the Center for Teaching and Learning. During the academic year doctoral students are encouraged to complete CLT's regular course "Programfor Excellence in Teaching in Higher Education".

**Summary of paid teaching opportunities in AY 2021/22**

	Eligibility	Duties	Approximate workload/ 2 US credit course	Stipend/ credit
Technical assistants to online courses	<p>Enrolled CEU student</p> <p>May be MA student or PhD student prior to having passed the Comp exam</p> <p>Must be in good academic standing</p>	<p>Support faculty in conducting synchronous or asynchronous online courses</p> <p>Provide technical assistance, enable student participation, uploading material online, technical management of course context</p>	As agreed	By agreement in department
Course assistants	<p>Enrolled CEU student</p> <p>Post comprehensive exam</p> <p>In good academic standing</p> <p><i>Have completed an unpaid teaching practicum</i></p> <p>Have completed at least a short term workshop on online teaching</p> <p>Students on write-up grant are not eligible.</p>	<p>Help with course design</p> <p>Help with managing course content</p> <p>Participate in course</p> <p>Help with grading student work</p> <p>Help with course management – these courses are often larger</p> <p>Advise students one-on-one</p> <p>Teach a session or part of a session</p> <p>Support faculty needs in an online environment: enable the participation of remote students online, provide technical assistance as need, upload and organize course content, monitor online discussion groups, support student evaluations, offer one-on-one consulting with students, lead break-out discussion groups with supervision</p>	6 hours per week	714 EUR/credit

<p>Doctoral student tutors</p>	<p>Enrolled CEU students</p> <p>Post comprehensive exam</p> <p>In good academic standing</p> <p><i>Have completed unpaid teaching practicum</i></p> <p>Have completed or is participating in the training program offered by the Center for Teaching and Learning “Program for Excellence in Teaching in Higher Education”.</p> <p>Students on write-up grant are not eligible.</p>	<p>Help design the course</p> <p>Participate in lectures</p> <p>Teach a seminar /tutorial session which accompanies the class lectures</p> <p>Teach an online version or online discussion section of the course in support of the off-line instruction</p> <p>Correct, grade and provide feedback to students’ work</p> <p>Work with the instructor to enhance student learning</p> <p>Support faculty needs in an online environment: enable the participation of remote students, provide technical assistance as needed, upload and organize course content, monitor online discussion groups, support student evaluations, offer one-on-one consulting with students.</p> <p>Lead seminar discussions in break-out student groups either online or in person</p>	<p>8 hours per week</p>	<p>1020 EUR/credit</p>
--------------------------------	---	---	-------------------------	------------------------