

Re: Recommendations to Provost Poser from the UIC GEO-Faculty Taskforce to formulate guidelines for appointments, reappointments and assignments for assistants.

The GEO contract stipulates that departments with more than 10 TA hires implement certain appointment and reappointment policies by fall 2020. In an effort to comply with these stipulations, the Division of Epidemiology and Biostatistics recommends that hiring faculty specify the requirements, responsibilities, and expectations of each position. These specifications are to be posted to the division’s listserv and/or website in a timely manner. The purpose of these guidelines is to prevent appointments from being made in an arbitrary or capricious manner as indicated in Article III, Section G of the GEO contract.

Application Procedures:

Anticipated TA positions are to be announced in writing to all students with adequate descriptions of:

1. Compensation/FTE percentages;
2. General expectations of the position such as grading, office hours, class attendance, exam proctoring, preparing answer keys, etc.;
3. Factors that enhance eligibility (see table below for a non-exhaustive guide of eligibility criteria).

Candidate is/has:	Required	Recommended	N/A
PhD student			
MS/MPH student			
Continuing student (vs initial year)			
Previous teaching experience for the specific course			
Previous general teaching			
Previous professional experience			
Satisfactory previous work performance			
Other experience/skills (e.g., Blackboard, online teaching, etc.)			
Letters of recommendation			
Other			

Letters of appointment must be issued no later than 45 days before the start of the appointment or as soon as practicable. If a position is tentative (e.g., summer appointment, minimum enrollment requirement), the tentative nature of the position must be clearly stated in writing.