



DEPARTMENT OF ENGLISH
THE UNIVERSITY OF TEXAS AT AUSTIN

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LOWER DIVISION ENGLISH SUPERVISION PROGRAMS

(Revised November, 1988)

The following report details a supervision program for all lower division English assistant instructors and teaching assistants. This program is designed to bring us into compliance with sections 8.01.6 and 8.03.2 of the Handbook of Operating Procedures, which are reproduced below:

SECTION 8.01.6

Supervision and Instruction of Teaching Assistants. All teaching assistants shall be under direct and assigned supervision of a regular member of the faculty and shall regularly report on the conduct and performance of their duties to the supervising faculty. The supervising faculty shall, at the end of each semester, file with the chairman of the employing department a written evaluation of the performance of teaching assistants under the supervising faculty's direction. The evaluation shall become a permanent part of the teaching assistant's personnel file.

Instruction of teaching assistants shall be provided by the department or college employing them in order to prepare teaching assistants to carry out their assigned duties. Departments may require a special graduate course, 398T, or may design instruction that consists of ongoing meetings or individual faculty instruction. Instruction shall be designed to fit the nature of the assigned duties.

SECTION 8.03.2

Duties of Assistant Instructors. Assistant instructors may serve as the instructor of record for assigned instructional duties including lecture classes (primarily at the lower-division level), laboratory instruction, instruction of recitation and discussion sections of classes, and other similar instructional activities. In addition to instructional duties, assistant instructors may be assigned to hold office hours, to evaluate student work, and to perform other common academic duties.

Instructional service of an assistant instructor shall be carried out in accordance with a syllabus and other guidelines that have been prepared by and approved by the department. All other duties of assistant instructors shall be carried out in accordance with established practices and policies of the department and the

college/school in which they are appointed. The duties assigned to an assistant instructor and the syllabus and guidelines relating to an assistant instructor's instructional duties may be changed at any time deemed appropriate by the department.

All assistant instructors shall be under assigned supervision of a regular member of the faculty. The supervising faculty member shall at the close of each semester file with the department chairman a written evaluation of the performance of the assistant instructor. This evaluation shall become a permanent part of the assistant instructor's personnel file.

In accordance with the HOP sections cited above, the Lower Division English Policy Committee recommends the following supervision programs:

Supervision Program for TA's.

1. All TA's hired in the fall semester must attend an orientation program before classes start. This session is designed to acquaint TA's with departmental procedures and the basic structure of the Lower Division English Program.
2. Beginning Fall, 1989, all new TA's will enroll in E 298T which provides them with formal instruction in the teaching of E 316K.

TA's will be taught by a faculty member who is an experienced teacher of E 316K. They will receive training in the structuring of E 316K; the formulation of quizzes, essay assignments and examinations; the grading of student work; the art of lecturing, leading discussions and managing a class; techniques to be employed in conference with students; and the conducting of review sessions. At the end of the semester, the faculty instructor will supply the department with a brief written evaluation of the TA's performance of his or her duties in the class. This evaluation will be kept on file in the Lower Division English Office.

3. All TA's must serve apprenticeships with regular faculty members until they complete thirty hours of graduate work or their master's degree. At the end of each semester, TA's will be evaluated in writing by the faculty member with whom they have been working. This evaluation will be kept on file in the Lower Division English Office.

Supervision Program for AI's New to the University of Texas at Austin

1. All AI's new to the University of Texas at Austin must attend an orientation session before classes begin. This session is designed to acquaint AI's with departmental procedures and the basic structure of the Lower Division English Program.
2. All AI's new to teaching at the University of Texas at Austin must enroll in English 398T, which provides direct instruction in the theory and

pedagogy of rhetoric and composition. AI's with teaching experience at other institutions and/or a comparable course in university-level instruction may petition for exemption from English 398T. Graduate students in English or Comparative Literature should apply to the English Graduate Advisor; graduate students in other departments should apply to the Director of Lower Division English in order to be considered for this exemption.

All AI's enrolled in E 398T teach one class and are supervised by the faculty instructor or by other faculty members designated by the Director of Lower Division English. There is also careful training in grading themes, in handling student conferences, and in the rationale of the approved syllabi.

The faculty instructor or other designated faculty member also provides the department with an evaluation of each enrolled AI (see (2) under Supervision Program for Experienced AI's, below).

3. In the courses taught by AI's enrolled in E 398T, there is an obligatory syllabus, sequence of lessons and assignments, and a common set of texts.

Supervision Program for Experienced AI's

1. Experienced AI's are obliged to use syllabi and texts approved by the Lower Division English Policy Committee. Experienced AI's should also follow an LDEPC-approved statement of grading criteria.
2. All experienced assistant instructors will be regularly supervised by a faculty member. A supervision instrument approved by the LDEPC is provided for this purpose. This evaluation is kept on file in the Lower Division English Office and may be inspected by the assistant instructor evaluated, members of the TA/AI Committee, and the Director, Associate Director, and classified staff of the Lower Division English Office.

Each faculty evaluator should review the policy statement and syllabus as well as a set of graded papers furnished by the assistant instructor, examining them for consistency with the LDEPC-approved statement of grading policy, either "Grading Criteria" for sophomore-level literature, "Criteria for Evaluating Student Essays" for freshman-level composition courses, or other LDEPC-approved statement designed for use in a specific course or variant. (If the faculty evaluator elects to use the Suggested Supervision Instrument for Lower Division English Assistant Instructors, results of the review of graded papers are given as the response to question (2) and may be expanded upon in the optional comments section.)

A classroom visit is necessary only if the assistant instructor requests it or the faculty evaluator feels it is needed. (Classroom visits, however, should not be construed as extraordinary, since optional visits for any reason are within the purview of the faculty evaluator.)