

# IE DEPARTMENT

## UW-MADISON

		Procedure Number IEP 02.1
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Subject:  <b>ALLOCATION OF IE-FUNDED TEACHING SUPPORT PERSONNEL</b>		Date Issued 9/24/01
		Supersedes None
Written by: IE Chair	Approved by: IE Faculty	Review/Approved Date 9/21/01

### 1. Purpose:

The purpose of this procedure is to define the general policies, guidelines, and steps that the IE Department follows in determining the allocation of IE-funded teaching assistants (TA's) and graders to support the IE classes offered by department faculty in carrying out that part of the teaching mission of the Department.

### 2. Scope:

This procedure applies to IE Chair, IE Faculty and IE Department Office Personnel who are responsible for and involved in determining the level of TA and grader support needed and the specific allocation of support based on balancing various issues such as students' needs, departmental resources, faculty equity, and other factors.

### 3. Related Procedures and Other Documentation:

<u>Procedure No.</u>	<u>Description of Procedure</u>
IEP 01.1	Semester Time Table Planning & Development Procedure

<u>Other Documents</u>	<u>Description of Document</u>
None	

### 4. Policy and Guidelines:

4.1 The allocation of **IE-funded teaching assistants** to support the IE classes offered by department faculty is determined by the IE Department Chair based on available financial resources according to the following guidelines and priorities:

- 4.1.1 TA's will be allocated only to IE courses that have formal lab/discussion sections defined in the timetable.
- 4.1.2 The first priority for allocation of IE financial resources for TA's will be given to required undergraduate courses, with a second priority to junior/senior design courses.
- 4.1.3 The normal allocation of TA support will be a 1/6-time position for each hands-on experimental lab with a timetable enrollment limit of 15 students, each computer lab with an enrollment limit of 20 students, and each discussion section with an enrollment limit of 25 students. (See Note 1)

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- 4.1.4 IE-funded teaching assistants will not be provided to classes primarily for the purpose of supporting student projects at consortium member companies.
- 4.2 The allocation of IE-funded graders provided to support the IE classes offered by department faculty is determined by the IE Department Chair based on available financial resources according to the following guidelines and priorities:
  - 4.2.1 Graders normally will be allocated only to IE courses that have no TA support and an enrollment of 40 or more students.
  - 4.2.2 The priority for allocation of IE financial resources for graders will be based on class size and the faculty member's workload.
  - 4.2.3 The normal allocation of grader support will be 1.0 hour per week for every 5 students. (See Note 1)
  - 4.2.4 IE-funded graders (or other student support) will not be provided to classes to support student projects at consortium member companies.

**NOTE 1:** The level of TA and grader support may be increased above the normal allocations in cases of special circumstances (e.g., illness or disability of a faculty member, parental leave, etc.), or where the faculty member is willing to provide the additional financial resources to the IE department.

## **5. Procedure:**

- 5.1 At the time each area group determines the proposed list of undergraduate and graduate level courses and instructors to be covered by the group according to the **Semester Time Table Planning & Development Procedure IEP 01.1**, the proposed needs for TA and grader support are likewise determined and communicated to the IE Department Chair by the area group convener.
- 5.2 The IE Department Chair reviews and evaluates the information received from each area group convener in light of the above policies and guideline (Section 4), works with the IE Department Administrator to estimate the financial resources required to meet the requested amounts of TA and grader support associated with the first draft of the timetable, and evaluates the feasibility of meeting the requests based on the available IE budget resources.
  - 5.2.1 If no problems are identified, then go to step 5.4, otherwise proceed to step 5.3.
- 5.3 The IE Department Chair communicates with the individual faculty member to address and resolve the problem in a manner that best balances the various issues such as students' needs, departmental resources, faculty equity, and other factors.
- 5.4 The IE Department Chair informs the individual faculty members that the requested levels of IE funded student support for their courses can be accommodated, and asks the faculty member to identify suitable student candidates who can meet the requirements of the position.
- 5.5 After the timetable has been approved, the individual faculty member provides the IE Department Administrator with the name(s) of the student(s) that they wish to serve as a TA or grader, and asks the students to contact the IE Department Administrator to address the administrative issues involved in the appointment.

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- 5.6 The IE Department Administrator verifies the English proficiency qualifications of each person being considered for a TA position.
- 5.6.1 If the TA candidate is qualified, then go to step 5.8, otherwise proceed to step 5.7.
- 5.7 The IE Department Chair discusses the problem(s) with the IE Faculty member to resolve the issues or select another qualified TA in order to provide high quality teaching/support to the students.
- 5.8 The IE Department Administrator establishes the TA or grader appointments of the qualified students.

END OF PROCEDURE