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DEPARTMENT OF INDUSTRIAL AND SYSTEMS ENGINEERING, UW-MADISON

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| Procedure Number: | ISyE P 02.1 |
| Subject: | Allocation of ISyE-Funded Teaching Support Personnel |
| Date Issued: | March 25, 2011 |
| Supersedes: | December 17, 2010 |
| Written by: | ISyE Academic Affairs cluster |
| Approved by: | ISyE faculty members at March 25, 2011 department meeting |
| Review/Approved Date: | 04/21/2017 |

1. Purpose:

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

2. Scope:

This procedure applies to ISyE Chair, ISyE Faculty and ISyE 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> |
|----------------------|---|
| ISyE P 01.1 | Semester Timetable Planning and Development Procedure |

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

4. Policy and Guidelines:

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

- 4.1.1 The Department Chair will use the following priority list for the allocation of financial resources for the TAs (See Note 1 for exceptions):
- ISyE courses with a formal lab/discussion section in the timetable with a distinct course number
 - Required ISyE undergraduate courses with lab/discussion
 - Required ISyE undergraduate courses
 - Other ISyE courses with required lab/discussion session or high enrollment (typically over 60)

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- 4.1.2 The normal allocation of TA support will be a 1/3 time position. A 1/2 TA allocation requires an enrollment larger than 60 (or 50) for the courses with discussion sessions (or lab sessions). For discussion sections, each additional enrollment of 30 beyond 60 increases the TA allocation by 1/6. For lab sections, each additional enrollment of 25 beyond 50 increases the TA allocation by 1/6. (See Note 1)
- 4.1.4 ISyE-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 ISyE-funded graders provided to support the ISyE classes offered by department faculty is determined by the ISyE Department Chair based on available financial resources according to the following guidelines and priorities:
 - 4.2.1 Graders normally will be allocated only to ISyE courses that have no TA support.
 - 4.2.2 The priority for allocation of ISyE 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 - 8 students. (See Note 1)
 - 4.2.4 ISyE-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 or where the faculty member is willing to provide the additional financial resources to the ISyE department.

5. Procedure:

- 5.1 Following the **Semester Timetable Planning and Development Procedure ISyE P 01.1**, the proposed needs for TA and grader support are likewise determined and communicated to the ISyE Department Chair..
- 5.2 The ISyE Department Chair reviews and evaluates the information received in light of the above policies and guideline (Section 4), works with the ISyE 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 ISyE 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 ISyE Department Chair communicates with individual faculty members 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 ISyE Department Chair informs individual faculty members that the requested levels of ISyE-funded student support for their courses can be accommodated, and asks faculty members to identify suitable student candidates who can meet the requirements of the

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position.

- 5.5 After the timetable has been approved, faculty members provide the ISyE 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 ISyE Department Administrator to address the administrative issues involved in the appointment.
- 5.6 The ISyE 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 ISyE Department Chair discusses the problem(s) with the ISyE 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 ISyE Department Administrator establishes the TA or grader appointments of the qualified students.

End of Procedure