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Policy on Graduate Teaching Assistant (GTA) Support for SPH Classes

A Graduate Teaching Assistant (GTA) is ***considered*** for a course when a course has been overflowed by 20%+ of the course's normal capacity ("CAP"). It is the instructor's responsibility to request a GTA after the course has been overflowed 20%+. For example, an instructor of a course that normally seats 30 students could request a GTA when the course has enrolled 36 or more students. Unfortunately, funding for a GTA cannot be guaranteed for any courses – even those that overflow 20%+ – due to budget constraints that may exist in a given semester. Requests from an instructor for a GTA should be made in writing, and must include: the faculty member or instructor, specific course, the number of seats initially, and the number of overflow seats and/or rationale for the overflow. Requests for GTAs from instructors must be approved by all of the following:

- Chair of department where course is being taught (all courses, regardless of program)
 - Department Chair may consult Program Directors, if needed
- CAO
 - CAO may consult Dean, if needed
 - Requests may only come to the CAO from the department chair(s), and the CAO gives final approval.

When multiple courses qualify for GTAs, but funding is limited in a semester, priority will be given to instructors with higher course enrollments (CAPs), unusually large (research, service, and/or teaching) workload, or unique course situations (e.g., developing an online course shell, etc.). When *extra* GTA funding is available but no courses have exceeded 20%+ of their normal capacity, GTAs may be given to instructors following that same priority criteria.

Policy Administration

Policy Owner: SPH Dean

Responsible Personnel: SPH CAO, SPH Department Chairs

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