



**Department of  
Political Science**

**CENTRAL  
EUROPEAN  
UNIVERSITY**

## **Departmental Policy on the Duties of Teaching Assistants and Their Supervisors**

Doctoral Candidates are required to complete Teaching Assistant duties of at least one semester. The department will make every effort for a suitable arrangement for the students to enable them to carry this out.

Weekly TA duties should not exceed 20 hours/week workload during the period of teaching assistantship. The period of teaching assistantship includes the approx. one-month long course preparatory phase before the actual start of the semester and lasts till the date of course grade submission.

TA tasks include:

Support for students:

- liaise with students and the course instructor;
- hold regular weekly consultations;
- meet and work with individuals and small groups outside classroom when appropriate;
- provide timely feedback on assignments and homework.

Support for course instructor:

- assist in course material preparation: printing and photocopying for the course reader, managing e-learning site;
- assist in teaching:
  - regular class attendance;
  - getting material ready for lessons, preparing worksheets, books, setting up equipment;
  - holding occasional presentations in class, or individual classes;
- assistance in student performance assessment.

TAs are required to teach at least one class on a topic of their choosing from the course syllabus. TAs can request supervision of this class by the instructor. Instructors should make all efforts to make themselves available for supervision (or provide proper substitute supervisor who can provide proper feedback to the TA on their teaching.)

These are not exclusive responsibilities of the TA. Some of these duties should be shared and all of these duties should be closely supervised by the instructor.

All TAs are required to participate in the yearly Thesis Writing Workshops organized by the department in the Winter and/or Spring Semester designed to help MA student with their thesis writing. TAs are expected to organize the panels of the event, distributing both students and faculty based on their expertise, act as moderators of the workshop, and comment on presented work of students. Summary reports of every panel have to be provided to the departmental coordinators.

All TAs are required to participate in the admissions process of the Master's programs for the given academic year. TAs will be expected to assist in designing questions for the admissions test, participating in admission data analysis, as well as help in administering interviews with candidates as part of the admissions process.

TAs are offered on a competitive base, preference will be given to seniority in general, and more specifically to Doctoral Candidates who (in order), 1, need TAs for proximate graduation, 2, with expertise in the field 3, are in need of funding and 4, who did not have the opportunity to TA before. Additional semesters of TAs are possible with the mutual consent of the TA and the department. Once a student has TA experience the Doctoral Committee can advise the department not to offer TAs to students with insufficient progress if it deems that their time is better spent working on their dissertation full time. TAs are not available to Probationary Doctoral Candidates.

If the department cannot provide teaching opportunity to the Doctoral Candidates, proof of teaching experience from other accredited universities might be accepted with a priori consent of the Doctoral Committee.