



Teaching Associate

AY Class Code: 2354

12-Month Class Code: 2353

Date Established: 06-01-91

Date Revised: 03-28-03

OVERVIEW:

The Teaching Associate classification provides currently enrolled or admitted CSU graduate students with part-time employment offering practical teaching experience in fields related to their advanced study. They teach university courses and may also assist faculty or teaching staff with various professional and technical activities. Work assignments are closely associated with their program of study or the academic department in which they are enrolled.

Range A represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to master's degree programs and (2) usually teach credit-bearing courses. Range B represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to doctoral degree programs, or hold a doctorate, and (2) usually teach credit-bearing courses.

DISTINGUISHING CHARACTERISTICS:

The Teaching Associate classification is distinguished from the Graduate Assistant and Student Assistant classifications by assignments that primarily involve classroom and laboratory instruction. Responsibility for a course may be vested in the Teaching Associate under the direct supervision of an appropriate faculty member.

TYPICAL DUTIES:

(Note: Duties described in this classification standard are examples only; they are not necessarily descriptive of any one position. Individual positions may be assigned responsibility for other duties which require the skills, knowledge, experience and education of this classification standard.)

Teaching Associates typically are responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades. Also, incumbents may assist faculty with field experience, supervision, simulation exercises and/or research projects. Normally, incumbents in Range A are designated to teach courses at the lower division level, and incumbents in Range B are designated to teach courses at the lower and/or upper division level.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Knowledge of the subject matter of the discipline to which the individual is assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students.

Experience:

Evidence of satisfactory achievement in previous academic work.

Education:

- ◆ Range A: Equivalent to or completion of the requirements for a bachelor's degree and concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.
- ◆ Range B: Equivalent to or completion of the requirements for a master's or doctorate degree and concurrent admission to or enrollment in a doctoral degree program of the university that is related to the discipline to which the individual is assigned. One academic year of full-time doctoral study, with successful completion of all requirements, may be substituted for the master's degree requirement.