The Department of the History of Art and Architecture has determined that grading TA/TFs have 90 hours (per 100 students) available each term for grading.* See below for a breakdown of the remaining grader contract hours.

The recommended grading assignment for graders includes one final and two midterms, or the equivalent (i.e., quizzes or a short paper in place of a midterm).

These recommendations are based on the following estimates: 20 minutes as the amount of time needed to grade an average essay midterm/final or two- to three-page paper (100 exams/short papers=33 hours).

The TA/TF Contract Committee will hold a meeting with all TAs/TFs during the third week of each term to review any questions or issues regarding contracts and their implementation. Additional TA/TF meetings with the Contract Committee will take place as needed.

* University regulations stipulate 300 hours total per term as the maximum number of work hours required of TAs/TFs. The Contract Committee established that a grader’s term work hours are to be broken down as follows: 90 hours grading per 100 students; 45 hours attendance at lecture (three hours each week for 15 weeks); 30 hours office hours (two hours each week for 15 weeks); 75 hours for meetings with course supervisor, doing assigned readings, and related duties (five hours each week for 15 weeks). The remaining hours out of the 300 for the term constitute release time and will not be configured in the grader work assignment.
TA/TF Grading Assignments for the Term:

Instructor is to supply TA/TF with a syllabus at the beginning of the term with dates clearly indicated for all exams, quizzes, and papers.

<table>
<thead>
<tr>
<th>Grading</th>
<th>Hours</th>
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<tbody>
<tr>
<td>100 midterm/final essay exams or a 2–3-page paper=33 hours</td>
<td>(calculated according to the number of students)</td>
</tr>
</tbody>
</table>

#_____ midterms  ……………………………………... _______  
or #_____ quizzes  ……………………………………... _______  
or #_____ papers (stipulate length: _________).. _______  
#_____ final exams  ……………………………………... _______  

Other obligations with calculated hours (any request of TA/TF to lecture to the entire class, with date and subject matter indicated; or any other responsibilities not stipulated in the standard grader contract):

____________________________  ....... _______  
____________________________  ....... _______  
____________________________  ........ _______  

TOTAL HOURS: _______
(Not to exceed 90 hours per 100 students for grader TAs/TFs; all additional assignments are the responsibility of the instructor.)

Signatures

Instructor: ____________________________  Date: __________  
TA/TF: _______________________________  Date: __________  

Contracts are to be completed, signed, and returned to the chair by the end of the first week of class each term. Originals will be filed in the department office and Xerox copies made and returned to supervisors and TAs/TFs for their files.

Please see attached list of supervisor and TA/TF responsibilities. Any contract questions are to be taken up with the chair and, if necessary, referred to the TA/TF Contract Committee for review.
