



Graduate Teaching Assistant Responsibilities

A Graduate Teaching Assistant (GTA) must be admitted to and meet the requirements of the Graduate College, be fully admitted to a graduate degree program, enrolled, and be under the supervision of an appropriate graduate faculty member. In consultation with the supervisor, the GTA works to gain instructional skills and an increased understanding of the discipline. GTAs are provided a stipend and their primary responsibilities are to support the University's instructional mission. Services provided by a GTA may include: classroom or laboratory teaching; advising and mentoring of students; proctoring examinations; grading papers, homework, and/or projects; accompanying/coaching musical or vocal performances, providing artistic instruction or assisting with preparation and management of materials and programs that are utilized in imparting knowledge or in the instructional process; or providing other general assistance in the instruction process. A GTA may be assigned primary responsibilities in an extension, outreach, or service role for which those responsibilities support the instructional mission of the University. GTAs may not be given duties to support faculty research or those primarily clerical in nature.

Examples of GTA duties in the School of Music:

- Running studio class in the professor's absence
- Coaching/conducting an ensemble of any size
- Leading warm-ups
- Holding up to 5 office hours per week for those GTAs assigned to an academic class
- Up to 5 hours of travel time per week for those GTAs who travel with a large ensemble for which they TA (i.e. marching band trips)
- Teaching a course (i.e. class piano, applied lessons, intro to music, etc.)
- Grading papers
- Taking/entering attendance
- Proctoring quizzes or exams
- Preparation of rehearsal materials
- Setting up/preparing instructional/rehearsal spaces

Examples of non-GTA responsibilities:

- Participation in ensemble(s)
- Participation in studio class
- Participation in warm-ups
- Attending any performance