

FASS POLICY ON GRADING ASSISTANCE

[second draft January 15, 2010 – Presented to FASS March 2010]

Preamble

It is a generally-held principle in the Faculty of Arts and Social Science that the guiding of student learning in all of its aspects, including the timely grading of, and provision of constructive feedback on, tests, assignments, presentations, and papers, is best conducted by the primary teacher(s) of a course. On occasion, however, factors such as enrolment numbers, often in combination with certain types of assignment or test, make this practice unworkable. Provision will therefore be made annually for funds to hire Grading Assistants for courses in FASS, with assignment of assistants being made on a competitive basis according to criteria outlined below.

Qualifications of Grading Assistants

Depending on the type of assignment to be graded, a Grading Assistant may be anyone from a qualified undergraduate student to a person with a PhD. The credentials of proposed graders will be filed with the Dean's Office prior to engagement of the grader. Typically, instructors who have been granted funding for grading assistance identify their own Grading Assistants. The Dean's Office will also be exploring possibilities for engaging a pool of graduate students who would be available for grading.

Allocation of funds for Grading Assistants: Timelines

The funds available will be distributed on the basis of two competitions annually. The first competition, for funds for full-year and fall-term courses, will be held in August with results known before course outlines are posted. The second, for funds for winter term 0.5 courses, will be held in early December with results known before course outlines are posted.

Eligibility for Funding

Anyone teaching a course in FASS is eligible to apply for Grading Assistance Funding. [Applicants requesting the same funding from one year to the next should consult with their department chairs regarding alternative structural solutions.]

Criteria for Allocation of Funds

Applicants will fill out a form that will gather the following data: size of class; specifics on the assignment(s) to be graded; statement of the learning objectives of the assignment; number of assignments in the course; enrolment sizes of the instructor's other courses if any; listing of pressing research commitments where applicable; approval of the Department Chair or Program Director; and any other information the applicant feels would be influential on a decision.

Paperwork

Graders must be registered with payroll. The Dean's Assistant will assist with this process. Pay rates will be determined by the Dean's Office, in consultation with the instructor, on the basis of graders' qualifications. Time sheets will be submitted by the instructor to the Dean's Office for approval and submission to payroll. Instructors are asked to keep track of their spending against the amount approved. The Dean's Office will issue a reminder when the funds assigned to an applicant are 75% expended.