

# RIGHTS AND RESPONSIBILITIES

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A Graduate Teaching Assistant (GTA) has the right of access to all course outlines, support teaching aids, and professional guidelines (accreditation) applicable to the teaching assignment. It is the responsibility of a GTA to maintain accurate daily records of attendance, grades, and correspondence pertaining to students within the class.

A GTA has the right to be notified of complaints made by students to the supervising professor and/or department administrator. The resolution of any complaints would ordinarily follow standard teacher-student channels, i.e., the student initiates the complaint with the teacher; the question moves through channels as needed.

A GTA is expected to participate in graduate teaching assistant meetings and departmental faculty meetings as appropriate. The assistant may be called upon to assist with registration and/or special activities planned by the department. It is expected that the assistant will abide by all university regulations and departmental policies.