

From: ["Shirin M Malekpour" via ls-dept-admins](#)
To: ls-chairs-all@lists.wisc.edu; ls-dept-admins@lists.wisc.edu
Subject: Updates: TLA Streamlined Processes
Date: Friday, September 30, 2022 10:03:17 AM

TO: L&S Chairs, Directors and Administrators

ACTION REQUESTED: None! But do please review the email below and bookmark:

1. [Instructional Staffing Request form](#)
2. Teaching & Learning Administration [Communication Page](#)

Dear Colleagues,

We would like to share updates related to the streamlined processes for requests related to short-term staff & teaching assistants.

1. We are reviewing the process for tracking and reviewing TA appointments.
 - a. You are **no** longer required to submit **TA early reports**.
 - b. Planning information for Fall 2023 will be sent in December.
2. An [online form \(with instructions\)](#) is available to communicate and seek approval for
 - a. Short-term staffing needs for Spring 2023. These may include changes to approved positions or requests for additional positions.
 - b. Changes to TA workloads.
 - c. Requests for Undergraduate Assistants and Teaching Specialists (options for when a TA is not available).
3. We collect all communications out of our office on this L&S KB [page](#) for future reference.

We are genuinely interested in simplifying and modernizing processes where we can. We would love to hear your feedback.

Thank you for all you do,

Shirin, on behalf of Laura Fisk, Amanda Mahr, and Lynne Prost

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