



TA Workloads Reference Sheet

Writing a Workload

- List duties, such as those included in the table below, that TAs will be responsible for.
- Determine the number of hours an average TA would be expected to spend on each duty.
 - Provide the number of hours over the entire appointment period

Example Duties	How to estimate hours over the appointment period
Training & orientation	L&S TA Training recommended; also include course-specific training
Preparation for teaching	Consider both pre-semester prep and weekly prep
Lab/discussion teaching time	Hours = meetings per week x 15 weeks
Office hours	Hours = office hours per week x 15 weeks
Attending lecture	Hours = lectures per week x 15 weeks
Grading	Hours should be determined based on estimates of the time per assignment, the number of assignments, and the number of students
Teaching staff meetings	Hours = meetings per week x 15 weeks
Course administration	Estimate based on specifics of the course
Responding to student emails or online discussions	
Proctoring exams	
Sick leave coverage	Recommended to include 1-2 sections worth of coverage time

- Make a note to TAs that actual hours for many of the duties will vary from week to week
 - If you also provide an estimate of weekly hours:
 - Provide a range for duties such as grading, emails, course administration, etc.
 - The average hours expected per week cannot exceed 20 for a 50% appointment
- Approval is required when creating a new TA appointment or altering the structure of a TA appointment.

Appointment % and Workloads

Appt%	Hours per Appointment
33.4%	240
40%	288
50% (preferred)	360

Note: Appointments at less than 33.4% require prior approval.

Best Practices

- TAs should receive their workload prior to the start of their TA appointment.
- Departments should establish workload committees consisting of faculty, staff, and graduate students to review new and existing workloads annually.
- Departments should seek feedback from TAs regarding actual time spent.

Helpful Resources

- [Graduate Assistantship Policies and Procedures](#) - "TA and PA Duties"
- L&S KB [Teaching Assistant Workloads in L&S](#)
- Lynne Prost, Assistant Dean for Graduate Student Academic Affairs: lprost@wisc.edu