

Clarification of previous memo re undergraduate students performing as teaching assistants
From: All Graduate Associate Deans [ALLASSOCGRADDEANS-L@LISTS.UFL.EDU]
on behalf of Gregory Orloff [orloff@UFL.EDU]
Sent: Monday, March 31, 2008 12:26 PM
To: ALLASSOCGRADDEANS-L@LISTS.UFL.EDU
Subject: Clarification of previous memo re: undergraduate students performing as teaching assistants

March 31, 2008

MEMORANDUM

TO: Deans, Associate Dean, Department Chairs, Directors

Cc: Graduate Coordinators, Graduate Staff

FROM: Henry Frierson, Associate Vice President and Dean
Daniel Wubah, Associate Provost for Undergraduate Academic Affairs

RE: Clarification of previous memo re: undergraduate students performing as teaching assistants

We have received several messages in response to our March 19th memo concerning undergraduate students performing or employed as teaching assistants. The memo was sent to address reports we received that undergraduate students were actually functioning in the same capacity as graduate teaching assistants with significant responsibilities for teaching classes and assigning grades. Concerns were raised regarding possible breaches in confidentiality and inappropriate uses of undergraduate students in teaching roles. Thus, the purpose of the memo was to bring attention to possible irregularities so that they might be resolved.

We are aware that undergraduates play different roles across campus in instruction and evaluation, which is not unique to UF. Undergraduates can assist instructors and serve as tutors and/or peer mentors so long as they do so under the supervision of an instructor who can be either a faculty member or graduate student assigned as a teaching assistant, and they are not to be enrolled in the same class. Those undergraduates should not have access to UF ID or social security numbers, or specific grades of other students, nor should they assign final grades to other undergraduates. Final review and appeal responsibilities for all classes should be maintained by instructor. Following these practices are important for compliance with state and federal regulations. Our offices will work with the Faculty Senate to clarify the existing policies.