Assigning Graduate Teaching Assistants to a Class (08/04/2022)

Beginning Fall 2022, all TAs will be put on the Instructor/Advisor table in PeopleSoft and given the TUCS_TEACHING_ASST role which is the same access Adjunct faculty members have (Graduate Studies now has access to add the TU_STU_TA affiliation to TAs which facilitates their being given this role/access). This access allows the TA to see only class and grade rosters for courses they are teaching or assisting with teaching.

The academic department will then add the TA to the appropriate section of the class in CLSS scheduling software, following these guidelines. If you do not want your TA's to have access to course information, then do not assign them to a course in CLSS. (Please contact Mark Schroeder – Registrar's Office with questions regarding CLSS input – mschroeder@towson.edu)

TAs teaching a course for which they are solely responsible and should be evaluated

List as PRIMARY Instructor so they will be evaluated.

Select POST so they can enter and post their grades in PeopleSoft.

TAs in Combined LEC/LAB classes (LLBs)

List as SECONDARY Instructor (they will not be evaluated).

Select GRADE or None Assigned, depending on whether you want the TA to enter grades in PeopleSoft.

Make sure to assign a regular faculty member as PRIMARY and POST. They will review and post the grades in PeopleSoft.

If the TA is the instructor for the Lab portion, you can put the TA on the lab meeting by clicking on the day/time of the lab in the instructor pop-up.

Press the plus sign if you wish to add the regular faculty member, too.

**If the TA is solely responsible for the lab portion of the LLB and needs to be evaluated, they should be listed as the PRIMARY Instructor on the meeting pattern for the lab; the regular faculty member will be SECONDARY and POST on the lab meeting pattern of the LLB.

All other TAs

List as SECONDARY Instructor (they will not be evaluated).

Select GRADE or None Assigned, depending on whether you want the TA to enter grades in PeopleSoft.

Make sure to assign a regular faculty member as PRIMARY and POST. They will review and post the grades in PeopleSoft.