

CLAS Teaching Assistantship Training Table of Contents: This training is focused on Teaching Assistantships, but Research Assistantships are addressed when there are differences.

Current Steps:

- 1) Department receives their allocation letter from CLAS with the number of HTEs for the upcoming academic year.
- 2) The department determines who to offer Teaching Assistantships based on their individual program process.
- 3) The department completes the TA offer letter based on the correct academic year template. <https://www.youtube.com/watch?v=YCUw8ZDv02k>
- 4) If additional TA lines are needed, the request will need to be submitted via the CLAS MAX system. https://www.youtube.com/watch?v=-33Je3_nOrg
- 5) After you receive the signed offer letter, create the TA appointment in the University of Iowa of Iowa HRIS workflow system. CLAS requests a majority of the appointments be complete in workflow by July 1st. <https://www.youtube.com/watch?v=s5x0BZZM1RA>
- 6) If the TA already has an appointment with your department or another UI department for the previous academic year, you will complete the process in the Graduate Student Reappointment System. Fall appointments https://www.youtube.com/watch?v=o_CSQE5Bkr4 Spring reappointments <https://www.youtube.com/watch?v=nP2nc8GDHgw&feature=youtu.be>
- 7) The CLAS Accounting group needs a tuition estimate for budgeting purposes annually. Submit tuition estimate to CLAS approximately mid-May. <https://www.youtube.com/watch?v=pkW65r3ItY8>.
Please use your best judgement and do not enter 9sh hours for all TAs, unless that is accurate
- 8) Terminate any TAs who will not be TAs in the upcoming academic year as soon as you are sure they will not be returning as a TA the next fall. Be sure and use the correct termination code- End of Appointment or Graduation. <https://www.youtube.com/watch?v=ROwYNdqDG40>
- 9) Assign TA to the appropriate course in MAUI. <https://www.youtube.com/watch?v=bvanTfkUi9U>
Be sure that all TAs are connected to at least one course in MAUI, regardless of their level of responsibility.
- 10) Run "To be Paid Report" in mid-August to verify TA is going to receive the correct paycheck on September 1st. If the amount is incorrect, contact Payroll to determine if it was a data entry error or if a Change of Status needs to be completed. Payroll-web@uiowa.edu or 319-335-2381 (there will be a link to the video here)
- 11) Additional FAQ's can be found <https://wiki.uiowa.edu/display/dwllcwiki/GRADUATE+STUDENTS>