



WAYNE STATE
College of Fine, Performing
and Communication Arts

Department of Communication

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Wayne State University Department of Communication Guidelines for Assignment of Courses to Graduate Teaching Assistants

Following the [graduate school's guidelines for assigning graduate students to teach graduate courses](#), the Department of Communication will assign courses to graduate teaching assistants (GTAs) using the following items as guidance:

- **First year in program assignments:** new GTAs will teach COM 1010 (Public Speaking), unless extraordinary circumstances and the specific skills and experience of the GTA necessitate using the assistant in a different course. After their first year in an assistantship, GTAs will be considered for other teaching assignments.
- **To be considered for teaching assignments outside of COM 1010** (1xxx-4xxx level courses), GTAs must have prior academic or professional experience or skills necessary to effectively teach the course. If there are multiple self-nominations for a class, those with the most qualifications will be given priority. If multiple students have similar qualifications, then priority will be given to GTAs with more seniority. We will survey your teaching interests in Summer (for the next Winter semester) and Fall (for the next Fall semester). *If you do not complete the survey, you will not be considered for any courses other than COM 1010.*
- **Priority is given to current GTAs before adjunct hires.** Once we have exhausted our pool of current qualified GTAs, we will then consider adjunct hires based on their status (PTF3 first, then PTF2, then PTF1) as per the [UPTF contract](#). Among PTF1s, priority will be given to doctoral students have completed their assistantship, but are still in the program.
- **Students on completion graduate research assistantships/fellowships** (e.g., completion Rumble Fellowship, Humanities Center Dissertation Fellowships) should not be given teaching assignments and should be assigned courses only as a last option.

Additional Service Agreements (ASAs)/Teaching courses beyond your regular course load:

According to [Graduate School policy](#), “Additional service assignments are limited to 10 hours per week and are considered for approval if the graduate assistant is in good academic standing and is making good progress toward his/her degree. There should also be sufficient justification for the student performing the additional job, which is outside the scope of his/her primary assignment.” [Application for ASAs](#) are due to the Graduate School two weeks before the start

date of the term and must include a copy of your teaching assignment offer (this is the letter sent to you by Human Resources).

We will consider ASAs for students once other assistants in need of teaching assignments have been considered. These assignments will be made based on assistants' teaching and professional experience and skills, good academic standing and good progress towards degree completion, and seniority in the graduate program. Faculty advisor approval is required for any ASA assignment.

Teaching at other institutions besides Wayne State University or other outside employment while on an assistantship:

While not recommended by the department, the [graduate collective bargaining agreement](#) allows students on assistantships to teach one course at another university or work no more than 20 hours a week in employment outside of the assistantship. Any outside employment beyond these allowed amounts must be approved by the student's academic advisor. See the contract language below for more details and restrictions on employment and use of Wayne State materials.

Students must prioritize their employment commitment to Wayne State University and any outside employment cannot interfere with their assistantship work or academic progress. Success in graduate school requires ample time to prepare for classes and conduct research. Please make sure you are not engaged in employment that trades off with your ability to succeed in the program.

[Contract language about outside employment:](#)

ARTICLE XXII: OUTSIDE EMPLOYMENT

The parties recognize and agree that while an Employee's primary responsibilities are to Wayne State University and the overarching concern of both parties is the successful completion of the Employee's academic program, the Employee may engage in such additional employment outside of Wayne State University as is permitted by this Article.

Any outside employment must be undertaken with the understanding that the first obligation and commitment is to Wayne State University, and such outside employment shall not interfere with the responsibilities assigned or inherent in the Employee's position or academic program at Wayne State University.

An employee may not teach more than one course at another institution of higher learning or be otherwise employed outside of the University for greater than 20 hours per week without consulting with their departmentally-recognized academic advisor and receiving a signed confirmation of such consultation from said advisor in advance. An Employee may not use Wayne State University course materials, curricula, or other materials in any outside employment.

Upon the request of his/her department chair or graduate advisor, the Employee shall submit [a report](#), on a form provided by the Employer, to his/her department chair or graduate advisor, as appropriate, detailing all outside employment. [The report](#) (if requested) shall be submitted once per semester and shall be due on the seventh week of each semester. The report must be requested prior to the sixth week of the semester.