

**University of Tennessee**  
**Department of Physics and Astronomy**  
**Graduate Teaching Assistant Summer Laboratory Employment Policy**

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Director of Undergraduate Laboratories

*Effective March 29, 2016*

**Statement of Purpose:** The Department of Physics and Astronomy promotes scholarship and academic excellence by offering quality laboratory and recitation instruction in support of its undergraduate courses. A well-trained and dedicated group of teaching assistants provides this instruction. Graduate teaching assistantships are provided as a means of offering financial support to students pursuing advanced degrees within the department. As a result, guidelines for the awarding of teaching assignments for the summer term will be based on those actions that best serve the objective of educating our students and helping both our graduate and undergraduate students achieve advanced degrees.

**Guidelines:**

1. Priority will be given to teaching assistants who can best provide quality instruction to the Department's undergraduate students.
2. Priority will be given to students enrolled in courses for the summer. These may include thesis, dissertation, and independent study courses, as well as courses outside the department that apply to advanced degrees within the department.
3. Priority will be given to students performing work for the M.S. or Ph.D. degree.
4. Priority will be given to teaching assistants who have performed exemplary work in teaching laboratories in the fall and spring semesters.
5. Work will be distributed among as many students as possible who are willing to work in order to maximize our graduate program objective.
6. Assistants' working hours depend on the class enrollments and may not be definite until the last day of registration. Application: Teaching assistants who want summer teaching

assignments must apply in writing by **April 15**. Applications should be submitted to the Director of Undergraduate Laboratories and should clearly state the following information:

1. Name
2. Local address
3. Local telephone number(s)
4. Degree being pursued
5. Number of years at UT as a graduate student
6. Courses to be enrolled in the summer with relevance to degree indicated
7. Thesis or dissertation director
8. Statement of desire and commitment to work
9. Statement of any deviations from the normal schedule of laboratories

**Final Decision:** Final decision regarding the employment of teaching assistants may be as late as the first day that laboratory classes meet, although every effort will be made to notify everyone as early as possible. Final decisions regarding employment will rest with the Director of Undergraduate Laboratories, with the concurrence of the Department Head.

**What Summer Employment is Not:**

1. Summer employment as a teaching assistant is not guaranteed.
2. Summer employment is not for earning extra money. (It is for support of educational pursuits.)