The following enrollment policy, effective Fall 2014, applies to all Social Sciences Teaching Assistants, including those with assignments outside the School, and non-social sciences TAs appointed to Social Sciences courses. (This policy applies only to Teaching Assistants, not students who are self-supporting, or have fellowship or GSR support.)

**Soc Sci 399 University Teaching is now a requirement for all TAs during every quarter of appointment.**

Soc Sci 399 is offered for 4 units in the School, every quarter, in part as a means to effectively reduce the TA's minimum enrollment requirement from 12 to 8 units of combined course work and research. There are two other significant advantages of enrollment in 399, both of which this new policy addresses:

1) **evaluation:** TAs will be evaluated by the course instructor to whom they are assigned, based on performance standards and expectations set out in the TA job description. Evaluation, and the assignment of an evaluation score—S or U—requires enrollment in University Teaching.

2) **tracking:** TAs will be able to use their transcript, on which the University Teaching enrollment will appear, to monitor the number of TA quarters completed.

**This new policy will not require that additional work be completed beyond that required by the course instructor and set out in the TA job description.**

Evaluation grades will be Satisfactory/Unsatisfactory (S/U) only—letter grades will not be used. University Teaching grades will be used in evaluating the TAs academic standing in the School at the end of each quarter and year, but will not be used in calculating the quarterly or cumulative GPA.

An unsatisfactory (U) evaluation grade will indicate a performance deficiency to be addressed in the home department, with the TA's faculty advisor, perhaps involving the School's graduate office as well. A pattern of two or more unsatisfactory University Teaching grades, consecutively or cumulatively, will put the TA's continued financial support at risk.

Social Sciences TAs will be strongly encouraged to participate in on-campus instructional development activities (TA workshops), as is long-standing tradition in the School. However, **workshop participation will no longer be required, as the basis on which the TA’s 399 University Teaching grade is assigned.**

Enrollment in Soc Sci 399 may be used to meet the minimum 12-unit requirement for full-time PhD status; or, may be in addition to 12 or more units of enrollment in course work or research. Authorization to exceed the 16-unit campus enrollment limit will be allowed, on an individual basis, as required, approved in the School's graduate office.

John Sommerhauser
Social Sciences Graduate Affairs