

## **Process to Hire a Teaching Assistant (TA)**

The Associate Dean for Academic Programs (ADAP) determines the need for Core Courses' TA resources prior to the start of the Academic Year. If a course is not on the approved list to have a TA, the FOR may request a TA if there is an extenuating circumstance. The FOR should address the request to the ADAP.

Other requests for TAs are approved within the department and are based on the availability of department funding to support TAs. Faculty should contact the respective department chair to obtain information about this process.

To request a TA, complete the job description including all information requested in the TA Job Description Template (see next page). You may use any format as long as the required information is included. Submit the job description to Maureen Shannon, Associate Dean and Professor at [maureen.shannon@ucsf.edu](mailto:maureen.shannon@ucsf.edu) for approval.

TA positions can be posted on the School of Nursing website: <http://nursing.ucsf.edu/tara-recruiting-teaching-assistants-research-assistants>. Please send the approved job descriptions to Katherine Tam, Communications Manager, at [katherine.tam@ucsf.edu](mailto:katherine.tam@ucsf.edu) to post the job and to remove the posting when the position is filled.

Once a TA has been approved, the faculty can begin searching for and negotiating with students to fulfill the role. Faculty should remember that consideration of SON PhD students to be TAs is a priority. To inquire about SON PhD students that are eligible for TA positions, faculty should contact the PhD Program Director and "cc" the ADAP on these communications.

Once faculty have identified a final candidate for a TA position s/he should contact the ADAP and Frances Lee, the SON HR Coordinator. As part of this communication, faculty must provide the TAs full name and contact information with a copy of the job description. Frances Lee will verify eligibility and submit a request to HR to initiate the hiring process.