

Undergraduate Teaching Assistants

The university recognizes that outstanding, advanced undergraduates may gain beneficial educational training and experience by assisting in the instruction and evaluation of other students in some courses. It also recognizes the fact that this may not be suitable for all colleges, departments, units, or disciplines, so this document does not require colleges or any other unit to allow undergraduates to participate in the roles described. Units may determine that the risk of conflicts of interest outweigh any perceived advantages of making these appointments. The main purpose of this document is to provide a precise definition of these roles and outline the minimum conditions that are required for students who are appointed to these roles by a UF unit. These conditions are necessary to comply with federal, state, and university regulations, and shall not be the only requirements that these students meet. In addition to these minimum standards, units that appoint undergraduates in these roles must have academic and professional standards that are required for such appointments, and their roles must be carefully restricted and supervised.

Suitably qualified, outstanding, advanced undergraduate students may be appointed (with or without financial remuneration) to assist instructors in teaching classes, grading assignments, and serve as tutors and mentors. Such students shall be referred to as undergraduate teaching assistants (UGTA's). UGTA appointments must conform to the following conditions.

1. An undergraduate student shall not be assigned to be the instructor of a course or section of a course. All UGTA's must act under the direction and supervision of a faculty member or qualified Graduate Teaching Assistant (GTA) who is responsible for teaching and assigning final grades in the class.
2. UGTA's must have successfully completed the UF training modules on FERPA and Sexual Harassment within a year prior to the assignment. If appropriate, departments shall require UGTA's to also successfully complete the UF HIPAA training. These UGTA's may have access to names and UFID's for the purpose of carrying out their grading assignments, but they shall not have access to any other personal identifier or student records for students. They shall not have access to student records on ISIS.
3. UGTA's shall not assign or have access to final course grades of identified students.
4. UGTA's must have successfully completed the course in which they are assisting in a prior semester and cannot be registered for any section of that course.