



**Technology Assistant, Marker, Teaching Assistant,
Laboratory Instructor and Research Assistant Policy**

Policy Type	Academic	Initially Approved:	2015
Policy Sponsor	Vice-President, Academic Affairs	Last Revised:	April 12, 2021
Administrative Responsibility	Deans	Review Scheduled:	April 2026
Approver	General Faculties Council		

Overview

Ambrose faculty members may encounter situations in which assistance would support successful engagement with their academic and scholarly work. These include assistance with technology, marking, teaching, laboratory classes, and research.

This policy specifies the terms, conditions, and responsibilities related to the appointment and termination of these types of assistants. The purpose of this policy is to ensure consistency and accountability in the appointment of assistants.

This policy does not extend to Research Assistants hired by Ambrose Institutes.

Definition

“Faculty member” refers to faculty, lecturers, or Sessionals.

Technology Assistant

A faculty member teaching a technology intensive course may choose to hire a Technology Assistant to support one or more classes within their course. Requests for a Technology Assistant are to be made to the Dean’s Office. Approval by the Dean is required.

Faculty Eligibility

- A faculty member who is teaching a technologically intensive course of over 20 students is eligible to request a Technology Assistant.

Approval Criteria

- The Dean’s approval for a Technology Assistant will be based on two considerations: the teaching methods used and the size of the class.

Terms of a Technology Assistant Contract

- Any student in good academic standing or other appropriate individual (normally not a student enrolled in the course) may fill the role of Technology Assistant.
- Reimbursement will be according to the pay schedule of tutors, as established through Student Academic Success. If the Dean's approval is granted, the Technology Assistant will be paid out of the program's budget.

Duties and Responsibilities of Technology Assistants

- The Technology Assistant will provide support for tasks such as logging into software, setting up breakout rooms, and monitoring the in-meeting chat sessions, providing answers to student questions, as needed.

Duties and Responsibilities of the Supervising Faculty

- The faculty member is responsible to provide directions and supervision to the Technology Assistant.
- If there are any concerns related to the method of course delivery or classroom conduct, the responsibility for managing the situation lies with the faculty member, not the Technology Assistant.

Marker

A faculty member who teaches large, marking-intensive undergraduate courses may choose to hire a Marker. Requests for a Marker are to be made to the Dean's Office. Approval by the Dean is required.

Faculty Eligibility

- A faculty member who has a large teaching load (e.g., more than 100 students per semester) and requires written work in the form of papers, quizzes, mid-terms, and final exams is eligible to request a Marker.
- A faculty member may be able to use up to \$500 of their own professional development funds to pay for marking assistance that is not otherwise approved or covered under these provisions.

Approval Criteria

- The Dean's approval for a Marker will be based on two considerations: the number of students being taught in a given semester by the applicant and the nature of the assignments used by the applicant for student assessment. The faculty member is responsible to provide this information to the Dean when they put in their request for a Marker. Each request will be judged on its merits.
- A list of Markers will be provided to Academic Affairs Committee for their review.

Terms of a Marker Contract

- A faculty member may apply for a minimum of 10 hours and a maximum of 50 hours of marking assistance in a given semester. The Dean's approval must be secured before the allocation of a Marker can be made. If the Dean's approval is granted, Markers will be paid out of the program's budget.

Requirements for a Marker

- A faculty member may nominate a current undergraduate student who has completed a minimum of 90 credit hours in their program with a CGPA of 3.3 or higher, and is in good academic standing. An alumnus may also be nominated.
- Markers can grade assignments requiring minimal personal judgement (e.g., objective exams that are multiple choice, matching, or other similar forms, as well as mark short answer questions from a single word, up to several words), with an appropriate key and supervision of the faculty member.
- Ambrose Seminary students and non-Ambrose students currently enrolled in a graduate study program may become Markers for complex short answer and essay exams. The faculty member will engage in training with the Marker to ensure continuity in marking. No Ambrose faculty member will assign or otherwise employ a Marker that has not secured the Dean's approval.

Conflict of Interest

- Markers will not have access to the names of the students whose papers they are marking, in order to prevent breaches of privacy or conflicts of interest. Markers who believe they are in a conflict of interest with an assignment must recuse themselves and the faculty member will mark the assignment.

Duties and Responsibilities of the Supervising Faculty

- The faculty member must provide an appropriate key and supervision.
- The faculty member is responsible for assigning the grades.

Teaching Assistant

A faculty member who teaches large, marking-intensive or large, technology intensive undergraduate courses that require abstract judgement and engagement may choose to hire a Teaching Assistant (TA). Requests for a TA are to be made to the Dean's Office. Approval by the Dean is required.

Faculty Eligibility

- A faculty member with a content-heavy teaching load that requires significant student engagement and complex assignments (e.g., 100 or more students per semester, significant sections of online courses, discussion boards, written work in the form of papers, quizzes, mid-terms, and final exams) is eligible to request a TA.

Approval Criteria

- The Dean's approval for a TA will be based on two considerations: the number of students being taught in a given semester by the applicant and the nature of the assignments and teaching methods. The faculty member is responsible to provide this information to the Dean when they put in their request for a TA. Each request will be judged on its merits.

Terms of TA Contract

- A faculty member may apply for a minimum of 10 hours and a maximum of 50 hours of teaching assistance in a given semester. Approval must be secured before the allocation of a TA can be made. If the Dean's approval is granted, TAs will be paid out of the program's budget. The pay scale and employment conditions are established through Human Resources.
- Office space is not normally provided.

Minimum Academic Requirements for TAs

- A faculty member may nominate an individual involved in a graduate program with a CGPA of 3.3 or higher to their Dean for consideration. An alumnus who is not in a graduate program is not eligible. Ambrose will not assign or otherwise employ a TA who has not been approved by the Dean.

Duties and Responsibilities of TAs

- TAs may be asked to assist faculty members over the course of a given semester in the marking and grading of assignments, papers, and exams.

Duties and Responsibilities of Supervising Faculty

- The faculty member must provide detailed assessment rubrics and/or marking keys to clearly guide TAs in discharging their duties. The faculty member is responsible for closely guiding the interpretation of any written work a TA is asked to assess.
- The faculty member is responsible to approve any grades assigned by TAs. The faculty member is responsible to evaluate and approve the grading of papers. The faculty member has the authority to override any grade assignment deemed inaccurate or inappropriate.
- The faculty member is responsible to ensure that TAs avoid obvious conflicts of interest. TAs must be relieved of non-objective grading assignments where significant relationships exist between the TA and the student whose work is being assessed. The faculty member has a responsibility to ensure that TAs avoid the reasonable apprehension of bias.

Laboratory Instructor

A faculty member who teaches lecture courses that include laboratory components may request a Laboratory Instructor (LI) during the process for assigning annual workloads. Requests for a LI are to be made to the Dean's Office. Approval by the Dean is required.

Faculty Eligibility

- A faculty member who has laboratory classes attached to theory classes is eligible to request a LI.

Approval Criteria

- The Dean's approval for a LI will be based on the faculty member's workload.

Terms of a LI Contract

- LIs will be given a contract and paid out of the program's budget. The pay scale and employment conditions are established through Human Resources.
- Office space is not normally provided.
- LIs are responsible to be current in lab safety training (e.g., WHMIS) and discipline-specific lab safety. The faculty member may provide additional required safety training.
- LIs will receive their own Student Evaluation of Teaching (SET) separate from their supervising faculty.

Minimum Academic Requirements for LIs

- Normally, LIs have completed master's degrees in the areas being taught. Exemptions are possible with the approval of the Chair and Dean.

Duties and Responsibilities of LIs

- The LI is responsible to carry out the learning activities as set out in the course syllabus.
- The LI is responsible for setting up (e.g., creating stock chemical solutions and dispensing solutions for the lab exercises) and taking down (e.g., disposing of wastes, cleaning of equipment and lab spaces) the laboratory classes.
- The LI is responsible for marking and grading assignments, and providing this information to the instructor of record.

Duties and Responsibilities of Supervising Faculty

- The faculty member assigned to the course is the instructor of record and therefore responsible for the learning outcomes and assessment strategies for the laboratory class.
- The faculty member may be paid a stipend for overseeing multiple laboratory classes.
- The faculty member may provide detailed assessment rubrics and/or marking keys to clearly guide LIs in discharging their duties. The faculty member is responsible for closely guiding the interpretation of any written work a LI is asked to assess.

- The faculty member is responsible to approve any grades assigned by LIs. The faculty member is responsible to evaluate and approve the grading of assignments. The faculty member has the authority to over-ride any grade assignment deemed inaccurate or inappropriate.
- The faculty member is responsible for submitting research ethics or animal ethics applications for lab exercise.
- In the event there are employment related issues (e.g., unsafe behavior), the faculty member should consult with the Dean.

Research Assistant

Faculty may hire a Research Assistant (RA) to support the completion of research activities. This policy does not cover RAs hired by an Ambrose Institute.

Faculty Eligibility & Approval

- A proposal to hire an RA is made through a research grant or funding that a faculty member secures from internal or external sources, or through a faculty member's decision to use their individual professional development (PD) funds.

Approval Criteria

- Approval to hire an RA through a funded grant is provided by the primary investigator. Approval is not required for the use of individual PD funds.
- While the Dean's approval is not required, all decisions to hire an RA must be registered with the Dean's Office prior to hire to ensure appropriate contracts are initiated.

Terms of a RA Contract

- Remuneration of an RA is normally through the monies of a funded research grant or a faculty member's PD funds, not program operating budgets.
- The pay scale and employment conditions are established through Human Resources. Preparation of contracts or honorariums are done through the Dean's Office.
- Office space is not normally provided.

Minimum Academic Requirements for RAs

- Normally, current Ambrose students with a minimum CGPA of 3.3 and in good academic standing are eligible to become RAs.
- For research activities, such as the transcription of interviews, formal skills or training, or specific academic standing (e.g., CGPA) may not be necessary.

Duties and Responsibilities of RAs

- The RA is responsible to carry out research activities as assigned by the primary investigator.

Duties and Responsibilities of Primary Investigator

- The primary investigator for the funded research study is responsible for selecting candidates and working with the Dean's Office to prepare the employment contract.