Process for Teaching Assistants PeopleSoft access

This process was originally established in Sept. 2016, revisited in September and November 2019 with Dr. Karen Eskow (Interim Grad Dean), Arlene Ceribelli (GAO), Sara Sides (Director Registrar) and Suzanne Hill (Registrar, Curriculum Mnmgt). To be reviewed again FY 21.

PeopleSoft access for Teaching Assistants has been reviewed and approved by the Graduate Dean.

1) Doctoral & MFA (terminal degree) students will have the same access as adjuncts for students in their classes. Adjuncts will be able to see the class & grade rosters for their classes only.

2) Biology and Physics students will be listed as Primary Course Instructor for course evaluations for the lab sections they teach. They will be able to see the class and grade roster for their classes only. The faculty member will be responsible for the lecture portion of the course and will be listed as the secondary instructor for the labs. These TA’s can enter grades not post grades for their labs.

3) All other department TA’s will not have access to see the class and grade roster for their classes. (unless approved by the Dean)

GAO will send names of TA’s in #1 & #2 to both Registrar Office (Suzanne Hill/Tijahra Cox) via email and OTS by creating a Tech Request (TechHelp). OTS creates the role and the Registrar places the student on Instructor/Advisor table.

Registrar needs:
Course #, name and section, if lab, faculty name for secondary instructor