

RESTRICTIONS



According to University policy, students may not work more than 19 hours per week for all Yale jobs combined. This 19-hour weekly maximum applies to all positions at the University within and outside of SOM. Because of this policy, **SOM students may not work as a TA for more than two classes at any given time**. This includes full-semester and half-semester classes. TAs must attest they are in compliance with this policy as must all other students who have a combination of paid employment roles at Yale. Please contact AASL immediately for any questions.



May not TA a class you are presently enrolled in for credit



Non SOM TAs must clear appointments with their DGS

Registering

- **If you are a PhD student serving as a TA** much of this information **will not** apply. Please contact the [PhD Registrar](#) with any salary/payment questions you have, and to register your TA-ship.
- 1. The first step in being hired as a TA is to [register](#).
- 2. Once enrollments are final (**around the end of the 2nd week of classes**), your hire and salary information will be sent to the Student Employment Office (SEO). If you have not been an employee at the University in the past, you will need to fill out tax and identity paperwork, This paperwork resides in Workday - the SEO message lets you know you have been given access to Workday, and provides links to the documents you need to fill out. You do not need to have completed your paperwork to begin working. **TAs do not fill out weekly timesheets, unless they are hired from outside of Yale (casual TAs) or are undergraduate students.**
- 3. If you are a Yale College student, or not formally affiliated with Yale the process will be different for you. Someone from the SOM Human Resources office will contact you with more information.
- 4. If you need to apply for a Social Security Number, you should contact the [Student Employment Office](#) for an employment letter. You can find more information on the application process [here](#). You cannot apply until after you have received the initial email from the SEO.
- 5. Complete Form I-9 to verify identity and employment eligibility. All new employees must complete via Workday Section 1 of Form I-9, as required by federal law.
 - The I-9 process has two steps:
 1. Complete the online form
 2. Bring the appropriate identification forms to an I-9 center:
 - Yale I-9 center located at 221 Whitney Avenue. All documents presented must be original, unexpired and in printed form for your in-person appointment (not accepted from view on a phone).
- 4. Once you have registered, and before the next TA Training Session after your registration, you will receive a message giving you access to the TA Training Canvas page.
- If you have any doubts about whether you are registered, please contact som.aasl@yale.edu, or sage.fortune@yale.edu.

Payment



Teaching Assistants are paid a flat stipend.

- The stipend for a full semester course is \$3,600
- The stipend for a half semester course is \$1,800
- TAs receive equal payments on a weekly schedule (each Friday) if this is their first TA position. If a student has been paid as a TA before, they are paid on a bi-weekly schedule (the last business day on or before the 15th and the last day of each month). The first payment includes payment for the first few weeks of class when enrollments were being finalized, so it is larger. **If you notice you are not being paid three weeks into the semester, please contact [AASL](#) immediately.**
- Weekly timesheets are not required.
- If you are not a student at Yale: you are paid an hourly rate of \$25.71. You must submit hourly timesheets each week, and you are paid weekly on Fridays.

STANDARDS

- Maintain a professional and available relationship with students
- Never grade the work of a student with whom you are in a relationship - your objectivity is compromised
- Inform AASL if you suspect a student is having personal problems
- Maintain a strict privacy standard in conversations outside the classroom (FERPA)

EXPECTATIONS

- Request grading guides and rubrics from faculty
- Clearly communicate policies and expectations to students
- Maintain consistent standards while grading and return grades in a timely manner
- Establish transparent goals for quality and timeliness in grading
- Keep faculty informed of student progress and feedback
- Follow up with students not meeting course requirements