



University Personnel -
Faculty Services

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Date: August 5, 2025

To: Chairs/Directors and Deans

From: James Lee

Associate Vice President, Faculty Services

Julianne Miyashiro

Director, Academic Employee Relations

Re: College of Graduate Studies' required training of new Teaching Associates (TAs)

Please distribute this memo to all coordinators, supervisors, and appointment processors for Teaching Associates (TAs) in your department/school or college.

Recognizing that effective teaching is not inherently intuitive, it is important to train new educators. Consistent with this principle, University Policy S00-7 requires that all new Teaching Associates (TAs) receive appropriate instructional training. To address this policy mandate, the College of Graduate Studies provides a university-wide, **mandatory**, online TA training program for all new TAs who have not previously completed its training program. This requirement goes above and beyond other TA training required by departments, colleges, or other units of the university.

If a department employs TAs, it must be in communication with the College of Graduate Studies about this program. **Any TA who does not complete the training by the deadline published by the College of Graduate Studies will lose eligibility for TA employment.**

Please take a moment to review these facts about the university-wide TA training:

- Time spent on the training *must be compensated* as hours worked
- The program is estimated to take 10 hours to complete
- Hours worked on the TA training may only be compensated with:
 - An appointment that provides time to train during scheduled hours, or
 - One that adds .02 FTE to its time base (e.g., .2 FTE becomes .22 FTE)
- The department's budget pays for the training, not the College of Graduate Studies'
- Modality is primarily an asynchronous Canvas course
- New TA Employment is conditioned on its completion
- Departments must cancel TA appointments if the training is not completed by September 6, 2025

Please reach out to Emily Li at emily.li@sjsu.edu in the College of Graduate Studies if you have any questions about this University requirement.

Thank you for your attention to this matter.