



The University of Oklahoma
School of Music

Graduate Teaching Assistant (GTA) Instructional Weighting

As a faculty member who supervises a graduate teaching assistant (GTA), you must report their instructional responsibilities for each term. The purpose here is twofold:

1. To ensure all GTAs are listed as instructors so that they have access to their courses in One/Canvas/etc.
 - *Reminder: New/Incoming graduate students are usually not in the system until the week prior to the fall semester. We must wait for their official hire date and for them to have completed all necessary new hire paperwork. Only then can we request they be added as a possible course instructor in the system.*
2. Any student on a graduate teaching assistantship **must** have their teaching or grading assignments accurately reflected in our course management system. Even if they have 0% responsibility (see below), they must be listed as co-instructor with that designation. Per Graduate College policy:
 - *GTAs who grade or proctor but have no direct engagement with students regarding course content should be entered as 0% responsibility.*
 - *Supporting GTAs with responsibilities that require direct engagement with students on course content should be entered with a percentage that reflects their contribution to the course. Supporting GTAs hold office hours, lead discussions, help or answer questions in the classroom, substitute for the instructor of record, etc.*
 - *GTAs who serve as instructors of record for lab sections, discussion sections, or stand-alone lectures should be listed with 100% responsibility for that section.*
 - *The total percent responsibility for all instructors/GTAs for a course must equal 100%.*
 - *Example: If you have three GTAs assigned to an ensemble that you direct and wish to assign them each at 5% of the course, you will be assigned the remaining 85%.*
 - *If a GTA is assigned 100% responsibility, you will be added at 0% as the faculty member overseeing the GTA and course. This ensures your oversight as faculty member, granting you access to the course through the OU system.*

What to Do

1. Navigate to the [School of Music website](#) (on the Faculty Resources tab) and click the link to the Dynamic Form labeled “GTA Weighting Report” under the “General Forms and Resources” section.
2. You will need your GTA’s name, email, and OUID number. If you do not have access to this information in the OU system, contact the Graduate Music Office (gradmusic@ou.edu) for assistance.
3. Add courseload information for *each and every class* for which your GTAs have instructional responsibility, as described above.
 - a. If your GTA has multiple course assignments (e.g., varied levels of studio instruction, grading for multiple sections), list all levels, course numbers, and sections for which they assist/instruct.
3. Submit one form for each individual student.

Important Notes

1. We must receive your completed form(s) as soon as possible. Your GTAs will not have access to class rosters, Canvas, etc. until your weighting is reported and we have entered information into the system.
2. Double check the GA contract that was sent to your student(s) at the end of the previous term. This details the course you informed the Graduate Music Office they would be teaching. If those duties have changed, email (gradmusic@ou.edu) so that we can update their contract. Instructional assignments must be accurately listed in this legal contract.
3. Some instructional assignments may have rolled over from the previous semester/year. **Please search the course catalog (not just YOUR assigned courses) for those classes to which your GTA should be assigned and check for correct weighting and listing as primary or secondary instructor to ensure this information is accurate.** Report any errors (e.g., someone assigned to a course they should not be, weightings incorrect) in email (cbaumgartner@ou.edu).