

UTF Contract

By accepting a UTF offer, you are agreeing to the following terms:

1. Be registered as a student throughout the duration of the semester of employment and maintain good academic standing at the University and in your major.
2. Abide by all rules and regulations of UMD at all times, especially when on the job.
3. Work as an effective and productive UTF and maintain satisfactory job performance throughout the semester.
4. Act as a professional representative of the ECE Department. This includes abiding by the [UMD Code of Student Conduct](#) while performing job duties.
5. Complete the [FERPA Training](#) and follow all guidelines pertaining to FERPA.
6. Be on time for all classes. If you are ill and unable to attend, you must notify the instructor at least one day in advance.
7. Be accessible and communicative through email throughout the term of employment, including with our ECE Business for payroll needs. Respond to emails as necessary pertaining to the position within 48 business hours of receipt.
8. Complete assigned tasks by appropriate deadlines as assigned by the instructor throughout your employment.
9. If assigned to a lab section, complete any required lab training.
10. Attend any and all class planning meetings as directed by the course faculty.
11. Return all loaned books/materials in excellent condition upon completion of the term.
12. Fulfill end-of-semester UTF duties related to the course after the final exam is given.
13. In the event that a section has low enrollment or is on Hold, we may need to cancel the section and terminate this contract. This will only happen in a rare circumstance, and our office will be in touch with you.
14. Report any issues/concerns with your assignment to the ECE Undergraduate Office immediately.

I accept the offer as an Undergraduate Teaching Fellow within the Department of Electrical and Computer Engineering and agree to all term agreements detailed above. I understand that there may be additional responsibilities required in this position.

Failure to meet any of these responsibilities mentioned above may result in termination of my position. If the expectations are not being met, the following steps will be taken:

1. Written feedback from the instructor.
2. Written warning and meeting with the instructor.
3. Meeting with Director of Undergraduate Studies, possible termination of position.