



UMD Smith TA Request Process for Faculty

How the TA Process works at Maryland Smith

Maryland Smith has an online portal to streamline the process for faculty to request hourly TAs. See below for additional information about how to use the portal and be sure to ask your chair what KFS# to use so that the Dean's Office will pay for your TAs rather than money coming from your faculty ceiling account.

- This is not a system for the School to find TAs for you, but rather for the Dean's Office to pay directly any TAs you have found, so that you do not need to pay for it out of your faculty ceiling account.
- UG, MBA, and MS students are eligible to be paid as TAs through the Dean's Office funds; the Dean's funds are not to be used to pay PhD students additional money to serve as an hourly TA.

Request Process:

1. Ask your course/department coordinator for the KFS number to submit on the portal
2. Reach out to the student (or previous course faculty for a recommendation)
3. Once you have identified a student who would like to serve as your TA, please click on this link to access the [TA Request Form](#).
4. Once approved, add your TA to your ELMS course by contacting the Scheduling Office at rhsmith-scheduling@umd.edu.
5. Go over expectations with your TA right at the beginning e.g. attending class, grading, professionalism

Important Details:

You will be asked to **enter the student's name, e-mail address and UID# (remember this is very private student information and subject to FERPA so delete the number once you have added it and never write it down)**, as well as the term and course number for which they'll be working, a description of their duties, rate of pay, and the number of hours you estimate the student will work each week. **Note: the standard pay rate for undergraduate student workers is around \$10-11/hour, and \$14-15/hour for graduate student workers.**

To have the Dean's Office cover the payments for your hourly TA, please select "Department / Center" from the drop down menu, and select the appropriate KFS based on the KFS provided to you by your chair or coordinator.

Once the form is submitted, it goes to your department's chair/associate chair and business managers for their approval. Once the chair approves the request, the student's information is automatically sent to payroll for processing. You will receive an email confirmation of your submission, and additional emails as the request is approved.

Please note: the approval process may take 1 - 2 weeks. In order to ensure your TAs are paid on time, **please submit your requests at least 2 weeks prior to their anticipated start date.**

The Office of Transformational Learning is available to train TAs on grading best practices, using rubrics, giving valuable feedback to students, and assessing for the Assurance of Learning (AoL) initiative. Please e-mail SmithTeach@umd.edu to request training for your TA.