

TA to RA Swap Policy

4/30: TA assignments go out to faculty, students, and the payroll office for the next academic year.

TA/RA swaps for the fall semester:

4/30 – 6/8: faculty members can swap students from the TA to RA pool by contacting Rachel, Gina and the instructor of the course.

- The academic office uses geog-grad to advertise the TA position, and sends names, email addresses, and unofficial transcripts of potential replacement TAs to the course instructor.
- Course instructors have two weeks to respond to Rachel with their selection. Otherwise, Rachel selects from the pool.
- If no students reply to the recruitment emails, the original grad student remains in the TA position.

6/9 – 7/1: faculty members can swap students from the TA to RA pool by contacting Rachel, Gina, and the instructor of the course.

- The PI uses geog-grad to advertise the TA position, and sends names, email addresses, and unofficial transcripts of potential replacement TAs to the course instructor.
- Course instructors have two weeks to respond to the PI with their selection. Otherwise, the PI selects from the pool.
- PI sends to Gina and Rachel the student's name, contact information, and UID by 7/1.
- If no students reply to the recruitment emails, the original grad student remains in the TA position.

7/2 – later dates: TA to RA swapping for the fall semester is not permitted

TA/RA swaps for the spring semester:

7/2 – 10/8: faculty members can swap students from the TA to RA pool by contacting Rachel, Gina and the instructor of the course.

- The academic office uses geog-grad to advertise the TA position, and sends names, email addresses, and unofficial transcripts of potential replacement TAs to the course instructor.
- Course instructors have two weeks to respond to Rachel with their selection. Otherwise, Rachel selects from the pool.
- If no students reply to the recruitment emails, the original grad student remains in the TA position.

10/8 – 11/1: faculty members can swap students from the TA to RA pool by contacting Rachel, Gina, and the instructor of the course.

- The PI uses geog-grad to advertise the TA position, and sends names, email addresses, and unofficial transcripts of potential replacement TAs to the course instructor.
- Course instructors have two weeks to respond to the PI with their selection. Otherwise, the PI selects from the pool.
- PI sends to Gina and Rachel the student's name, contact information, and UID by 11/1.
- If no students reply to the recruitment emails, the original grad student remains in the TA position.

11/1 – later dates: TA to RA swapping for the spring semester is not permitted