

TA Duties and Responsibilities

of

Math Graduate Students

Core TA Job Duties

- Meeting with the instructor or the course head once a week;
- Full-time TAs: Holding two 50-minute discussion sections per week;
- Office hours for full-time TAs: Holding three office hours (combined for both sections) per week;
- Office hours for half-time TAs: Holding two office hours per week;
- Grading of weekly quizzes and/or homework problem sets and entering grades on Canvas;
- Proctoring and grading of all midterms and the final exam and entering exam grades on Canvas.

Further TA Responsibilities

- It is the responsibility of a TA or grader to find out about exam proctoring and grading times ahead of time and to arrange their schedule to avoid any time conflicts during these times.
- A TA or grader must be reachable through their department e-mail and must answer all queries from the instructor or course head in a timely manner (certainly within 24 hours).
- A TA or grader must grade papers according to a rubric approved by the instructor or course head.
- A TA or grader must complete assigned grading in a timely fashion, with deadlines as specified by the instructor.
- All substitutions must be requested at least two weeks in advance and must be approved in writing (e.g., by e-mail) by the instructor and course head.
- Any absence due to an emergency (such as sudden illness) must be reported immediately to the instructor and course head with cc to the staff at `staff@math.northwestern.edu`.

Please note: Failure of a TA to complete these duties and responsibilities constitutes delinquency and may result in punitive action by the department or the graduate school.

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