**TA Responsibilities and Workload**

1. **Overview**

TAs cannot work more than 220 hours per quarter, 40 hours per week, and 8 hours per day. On average, their work should not exceed 20 hours per week. (At 40 hours per week, TAs have no time remaining for graduate work.)

TAs distribute their time across a range of responsibilities, which include:

* Attending lectures (2.5-4 hours per week, depending on the course)
* Holding sections (2 hours per week)
* Holding office hours (2 hours per week)
* Grading
* Reading assigned materials
* Preparing for section
* Holding extra office hours/review sessions (if necessary)
* Attending grading meetings
* Responding to emails

6.5-8 hours per week are spent on the first three responsibilities: attending lectures, holding sections, and holding office hours. Given this, TAs have 12-13.5 hours remaining to devote to their other responsibilities.

Grading is the most time-consuming of these responsibilities. The following averages are based on a survey of (UCLA Philosophy) TA workload from Winter 2022:

* Grading a 3-page paper takes ~**14 minutes** (11 hours and 40 minutes for 2 sections)
* Grading a 5-page paper takes ~**22 minutes** (18 hours and 20 minutes for 2 sections)
* (The time spent grading an exam varies widely)

Reading assigned materials and preparing for section are the next most time-consuming responsibilities. On average, it takes ~5 hours total to complete these responsibilities.

\* TAs have ~6-7.5 hours to devote to grading per week \* given:

* 6.5-8 hours per week spent on in-person responsibilities,
* 5-hours per week spent reading assigned materials and preparing for section, and
* 1-hour per week spent responding to emails.

Note that spikes in time spent grading often coincide with increases in time spent holding extra office hours and/or review sessions, attending grading meetings, and responding to student emails. As a result, during grading weeks, it is especially easy to surpass the 20-hour per week limit.

1. **Crafting Syllabi: Sample assignments and responsibilities**

The following sets of assignments and responsibilities likely fit within the 220 hours per quarter limit.

Sample 1:

* + 3-page midterm paper
  + 5-page final paper
  + Up to ~10 hours of extra office hours, review sessions, or grading meetings

Sample 2:

* Four 2-page papers throughout the quarter
* Up to ~8 hours of extra office hours, review sessions, or grading meetings

Sample 3:

* 5-page midterm paper
* 5-page final paper
* Up to ~3 hours of extra office hours, review sessions, or grading meetings

Sample 4:

* Three 3-page papers throughout the quarter
* Up to ~5 hours of extra office hours, review sessions, or grading meetings

The following sets of assignments and responsibilities likely exceed the 220 hours per quarter limit.

Sample 5:

* + 3-page midterm paper
  + 5-page final paper
  + Reading drafts of all papers

Sample 6:

* Three 5-page papers throughout the quarter

Sample 7:

* + 5-page midterm paper
  + 5-page final paper
  + >3 hours of extra office hours, review sessions, or grading meetings

Sample 8:

* Three 3-page papers throughout the quarter
* >5 hours of extra office hours, review sessions, or grading meetings