Purpose

Funds to address the right-sizing of workload for English Department GTAs have been made available by the President and Provost through the advocacy of the Dean of the Graduate College. These funds are earmarked to provide workload relief to GTAs who are taking or have completed orientation and preceptorship in the Writing Program and are scheduled to teach a 2-2 course load during the academic year.

The department has been directed to use these funds to right-size workload for GTAs through a combination of strategies. The primary goal is to reduce the total number of undergraduate students taught by GTAs during fall and spring semesters. Efforts to decrease workload and enhance progress toward degree may be achieved through lowering maximum enrollment, or assigning an adjusted workload of 1-2 (in the first year) or 2-1 (beyond the first year), or a combination of both. Care also must be taken to offer pedagogically sound courses while managing workload efficiently.

Timeline

**Announcement:** The English Department posts the Right-Size Workload (RSW) Request form in Spring semester, typically in February.

**Evaluation Period:** Requests are evaluated by the Graduate Program Directors who verify students are making satisfactory academic progress to meet proposed comprehensive exam dates (scheduled or completed).

**Notification:** RSW notifications are distributed by email early May.

Eligibility

GTAs must teach three (3) ENGL courses within the academic year (fall/spring) they are eligible for a release.

Ineligible for a release: Those on extension, those holding teaching positions outside of English, or those holding non-teaching positions in or outside of the English Department (e.g., CATS Academics, Writing Center, Guide Editors, Academic Transfer Assistants, research, etc.).

**RSW (Release) Maximum:**

Eligible GTAs may receive only one (1) RSW release within an academic year. This includes EGU representatives receiving their first or last semester course EGU course release. Three (3) is the typical maximum of releases GTAs will receive. 1) First year; 2) Comprehensive exam completion (passing); and 3) Final semester to complete the dissertation.

Workload and Release Distribution

First year GTAs are issued 1:2 workloads to support teacher training. Year 2+ (experienced) GTAs are issued 2:1 workloads to support comprehensive exam dissertation preparation, or dissertation completion. This release distribution is necessary given 1) the university accommodates a larger student population in fall semester; and 2) reduced student population in spring due to student attrition.

**RSW (Release) Priority Levels**

Adjusted course loads will be assigned to qualified GTAs based on department need and in the following prioritized sequence as far as the budget will allow. It cannot be expected that the department will receive adequate funding to support GTAs in all the prioritized categories or even within a specific prioritized category.
Priority Level 1
First-year GTAs working towards an MA, MFA, or PhD who participate in new GTA orientation and are enrolled in three units of English 591 – Preceptorship may be provided an adjusted course load. This practice is intended to support the transition into teaching in the department.

Priority Level 2
GTAs working towards the PhD who have successfully completed their comprehensive examination, defended their dissertation proposal, and are writing their dissertation may be provided an adjusted course load. Typically, GTAs in their last semester of support qualify. This practice is intended to support the completion of the doctoral dissertation.

Priority Level 3
GTAs who are working towards the PhD and are at the comprehensive examination stage may be provided an adjusted course load. This category includes two possible options:

Option 1: After the successful completion of the comprehensive examination. This practice is intended to support the development of the doctoral proposal.

OR

Option 2: Year GTA takes the comprehensive examination. To effect this option, the GTA must send a written request including proposed examination dates to their Program Director for review no later than February 11th (one academic year in advance). This practice is intended to support preparation for the comprehensive examination.

Priority Level 4
GTAs in the Creative Writing MFA Program who are in their final year may be provided an adjusted course load. This practice is intended to support completion of the MFA degree.

Priority Level 5
GTAs in the English Applied Linguistics Program who are in their final year may be provided an adjusted course load. This practice is intended to support completion of the MA degree.

Procedure
The RSW Request form is typically included in the annual Instructor Continuation Status Questionnaire, but may be distributed separately as well. Information regarding the RSW Policy/Procedure will be shared via graduate program and Writing Program Administration (wpadmin) listservs at various times of the year. The form is activated and announced early spring semester (February) via the English Graduate Student – Opportunities web page at: https://english.arizona.edu/graduate-student-opportunities.