

TEACHING ASSISTANT PROJECT
SEPTEMBER 1, 2016
THE ROLE AND RESPONSIBILITIES OF THE TEACHING ASSISTANT

PRESENTED BY:

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Senior Vice President and General Counsel

The Office of Senior Vice President and General Counsel manages and supervises all legal affairs for the University. The General Counsel serves as the legal officer to the Board of Governors and the University by providing legal advice to the President, Board of Governors, and administration on a broad array of legal issues and represents the University in all legal proceedings. <http://generalcounsel.rutgers.edu>

University Policy Library

Most Rutgers University policies can be found in the University Policy Library on the web, which is the official source for the policies governing the academic, administrative, operational, and business affairs of the University. The library holds policies in the following ten functional-based sections: academic; administrative; public safety; financial management; governance and legal matters; human resources; information technology; university relations; research; and clinical, compliance, ethics and corporate integrity. <http://policies.rutgers.edu>

University Indemnification Policy – Section 50.3.3

The University Indemnification Policy provides that Rutgers shall defend and indemnify, to the fullest extent permitted by law, any officer or employee acting as an agent of the University for any act or omission arising out of and in the course of the performance of the duties of his or her office, position or employment with the University. The full text of the University Indemnification Policy can be found at: <http://policies.rutgers.edu/view-policies/governance-legal-matters-%E2%80%93-section-50#3>

Equal Employment Opportunity and Affirmative Action – Section 60.1.8

It is the policy of Rutgers to make the benefits and services of its educational programs available to students, and to provide equal employment opportunity to all employees and applicants for employment, regardless of race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, or any other category protected by law. The current University Policy on Equal Opportunity and Affirmative Action is found at: <http://policies.rutgers.edu/view-policies/human-resources-hr-%E2%80%93-section-60>

Labor Issues

The Office of Academic Labor Relations provides advice on faculty labor issues. The Office of Labor Relations provides advice on staff labor issues. Various policies related to faculty and staff employment issues can be found at the following sites:

<http://academicaffairs.rutgers.edu/>

<http://uhr.rutgers.edu/uhr-units-offices/office-labor-relations>

Policy Prohibiting Discrimination & Harassment – Section 60.1.12

The Office of Employment Equity serves faculty, staff and students from all campuses who believe that they have been discriminated against or harassed by a Rutgers employee in violation of the Policy Prohibiting Discrimination and Harassment, which prohibits discrimination and harassment based on race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, and any other category protected by law. The current policy is found at:

<http://policies.rutgers.edu/view-policies/human-resources-hr-%E2%80%93-section-60>

As part of its commitment to fostering an academic and work environment that is free from sexual harassment, Rutgers offers an interactive online course which educates employees on preventing sexual harassment in the workplace and on campus. The purpose of the course is to help employees recognize and respond to situations that may involve sexual harassment, as well as understand how to handle complaints of sexual harassment appropriately. Detailed information about this online course can be found at: <http://uhr.rutgers.edu/uhr-units-offices/office-employment-equity/unlawful-harassment-prevention-program>

Policy Prohibiting Sexual Harassment, Sexual Violence, Relationship Violence, Stalking and Related Misconduct by Employees and Third Parties – Section 60.1.28

This policy deals exclusively with complaints by members of the University community who believe they have been subjected to sexual harassment, sexual violence, relationship violence, stalking and other related sexual misconduct by either a university employee (including student employee) or third party doing business with the university. It is important to note that under the policy, any university employee, including TAs, who is not designated as a confidential resource is obligated to forward any reports received by students of a possible violation of this policy to the University Title IX Coordinator. The policy lists definitions of the prohibited conduct, options for reporting (including confidential resources), and information on the investigation process. The policy also sets forth the University's policy on romantic relationships between employees and between employees and students, which are required to be reported where an employee is involved in a romantic or sexual relationship with another student or employee over whom they have supervisory or educational responsibility. The current policy can be found at: <http://policies.rutgers.edu/sites/policies/files/00004538.PDF>

Student Affairs Compliance

The Office of Student Affairs Compliance, among other things, oversees university compliance with disability, privacy and nondiscrimination laws and university policies, including Title IX, as they apply to students.

<http://compliance.rutgers.edu/about-us/mission-statement>

Office for Violence Prevention and Victim Assistance

Violence Prevention and Victim Assistance (VPVA) provides crisis intervention, confidential counseling and advocacy services, educational programming, and training as well as consultation and policy development services to the University community.

<http://vpva.rutgers.edu/>

Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the New Jersey Law Against Discrimination (NJLAD)

Students with disabilities have the right to an accessible education, as mandated by both state and federal law. In order to obtain an accessible education, students with disabilities may require certain accommodations. The Office of Disability Services for Students website is found at:

<https://ods.rutgers.edu/>

Psychological/Counseling Centers

Counseling and Psychological Services provides a variety of psychological services for students. These services offer students help in resolving some of the difficulties associated with the college experience.

New Brunswick

<http://rhscaps.rutgers.edu/services/counseling>

Newark

<http://counseling.newark.rutgers.edu/>

Camden

<http://healthservices.camden.rutgers.edu/psychinfo>

Hurtado Student Health Center – 11 Bishop Place – College Avenue Campus

Hurtado Health Services provides health care services to students and to employees regarding work-related health issues. Health Services also provides Psychiatric Services, which includes consultation and treatment services for stress management, different types of anxiety, mood problems, coping skills, psychiatric issues in conjunction with substance abuse/use, eating disorders, and sleep-related problems. Information about Health Services can be found at:

<http://health.rutgers.edu/>

University Records

The current policy on records retention can be found on the library web site.

<http://recordsmanagement.rutgers.edu/>

Open Public Records Act

As a public institution, Rutgers is bound by the NJ Open Public Records Act (“OPRA”). Links to the Act and the procedure that Rutgers follows are found at the Records site.

<http://records.rutgers.edu/>

Family Educational Rights and Privacy Act (“FERPA”)

FERPA affords students certain rights with respect to their "education records." Generally, education records are all “those records that are (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.” (citations omitted)

These rights include the following:

1. The student has the right to inspect and review his/her education records within 45 days of the date Rutgers receives a proper request for access to such records.
2. The student has the right to request amendment of education records that the student believes are inaccurate or misleading.
3. Rutgers shall obtain the prior consent of the student before disclosing personally identifiable information contained in the student's education records, except to the extent FERPA authorizes

disclosure without consent (for example of so-called “directory information”, see: <http://compliance.rutgers.edu/ferpa/confidentiality>)

4. The student may direct complaints concerning the alleged failure of Rutgers to comply with the requirements of FERPA to the Office of Student Affairs Compliance. <http://compliance.rutgers.edu/ferpa>

Grade Posting Policy

In accordance with FERPA and other laws related to privacy, University policy prohibits the use of personally identifiable information, including social security numbers or identification numbers, in the public posting of grades. See Grade Posting Policy at: <http://academicleadership.rutgers.edu/archive/GradePosting.pdf>

The Copyright Policy – Section 50.3.7

The Copyright Policy sets forth the rights and responsibilities of the University, its faculty, students and employees in their roles as members of the University Community in creating and using copyrighted works. <http://policies.rutgers.edu/view-policies/governance-legal-matters-%E2%80%93-section-50#3>

The web page for the Rutgers University Libraries is an excellent resource for information about copyright as well as appropriate procedures to follow in preparing course packs and other materials for teaching. <http://libraries.rutgers.edu/>

Internet Technology Security

For contact and general information on sensitive data breaches, see the webpage on Information Protection and Security at: <http://rusecure.rutgers.edu/>

Office of Research and Sponsored Programs

ORSP provides information, services and support to faculty regarding obtaining outside funding to conduct scientific research, create works of art, compose music, write books and articles, improve their performance in the classroom, and better serve their students, their professions and the public. All grant applications should be reviewed by ORSP. In accomplishing their mission, ORSP ensures accountability, compliance and stewardship for sponsored programs and compliance with all applicable Federal, State, and University policies, procedures and regulations. <http://orsp.rutgers.edu/>

University Code of Student Conduct

Specifies prohibited types of behavior, the sanctions that can be applied, and the jurisdiction, structure, and operation of the University system for adjudicating student disciplinary cases. <http://studentconduct.rutgers.edu/>

Student Policy Prohibiting Sexual Harassment, Sexual Violence, Relationship Violence, Stalking and Related Misconduct – Section 10.3.12

This policy governs complaints against students of alleged sexual harassment, sexual violence (including sexual assault), relationship violence (including dating and domestic violence), stalking, and other related sexual misconduct. The policy sets forth in detail options for reporting alleged violations of the policy, the complaint procedure, how to access confidential resources, the university definition of consent, student rights throughout the process, and possible sanctions. It is important to note that under the policy, any university employee, including TAs, who is not designated as a confidential resource is obligated to forward any reports received by students of a possible violation of this policy to the University Title IX

Coordinator. Contact information for the Title IX Coordinator, as well as contact information for the numerous on- and off-campus resources available for students, is available within the policy.

<http://endsexualviolence.rutgers.edu/policies-and-key-terms/student-policy/>

Policy on Academic Integrity for Undergraduate and Graduate Students

The maintenance of the standards of academic honesty is of key importance to the University. This policy sets forth examples of ways in which academic honesty can be violated as well as procedures to be followed for resolving complaints of academic dishonesty.

<http://academicintegrity.rutgers.edu/>

University Controller

The Office of the University Controller is responsible for providing the Rutgers community with administrative services to assist in the management of assets, revenues and resources.

<http://uco.rutgers.edu/>

University Procurement Services

Purchasing oversees a broad range of university areas including interior design, supplier diversity and travel. Its primary function is to support the academic departments in procuring goods and services in the most efficient and effective manner.

<http://purchasing.rutgers.edu/>

Rutgers Environmental Health and Safety (REHS)

REHS manages laboratory, chemical, radiation and biological safety, as well as waste and environmental issues at the University.

<http://rehs.rutgers.edu>

Important Contact Information

Hurtado Student Health Center, 848-932-7402

Office of Employment Equity, 848-932-3973