

# Teaching Assistant Act

Whereas the University of Alberta Dance Club uses the volunteer efforts of individuals designated as Teaching Assistants, this act will govern the functioning of the group of Teaching Assistants known as the TA corps.

## 1. Membership

- 1.1 The TA corps consists of Teaching Assistants and Class Instructors.
- 1.2 The Executive will determine membership of the TA corps through TA Tryouts.
- 1.3 Total membership of the TA corps is not to exceed forty-eight (48) Teaching Assistants.
- 1.4 Upon initial appointment, a minimum of 25% must be students.
- 1.5 Membership in the TA corps shall be from time of appointment until the Executive Council changeover meeting.
- 1.6 The Dance Director(s) will submit a list of recommended class instructors for approval by the Executive, prior to the first week of regular session dance classes.

## 2. Compensation

- 2.1 Compensation will be allocated in accordance with the *Volunteer Appreciation Act*.
- 2.2 Any and all compensation shall end immediately upon loss of Teaching Assistant membership as set out in section 6 of the UADC Bylaws.

## 3. Presentation

- 3.1 Dress code for TA Training class and the night(s) assisting regular classes:
  - 3.1.1 Business casual dress is the minimum requirement. Clothing must present a professional image and be of moderate taste and style. Tops, pants, skirts and skorts must be a comfortable fit and length.
- 3.2 Teaching Assistants must have a professional appearance whenever representing the UADC.
  - 3.2.1 Men & Ladies: Hair styled, clean hands and nails
  - 3.2.2 Men: Clean shaven or neat mustache and/or beard
  - 3.2.3 Use discretion when applying cosmetics, scents and when styling hair.
- 3.3 Longer than shoulder length hair must be securely fastened to avoid injuring a dance partner.
- 3.4 Dance shoes are required and must be worn whenever representing the UADC.

## 4. Ethics and Responsibilities

- 4.1 Attend all TA Training classes.
  - 4.1.1 Exceptions to 4.1 as granted by the VP Internal or extenuating circumstances.
  - 4.1.2 Excessive or unexcused tardiness and/or absences will prompt a review of TA status.
- 4.2 Attend all scheduled regular night classes.
  - 4.2.1 Find a replacement if unable to assist on a scheduled night(s).
  - 4.2.2 Inform the Class Instructor(s), TA Representative, and VP Internal as soon as possible if unable to assist on a scheduled night(s).
- 4.3 Teaching Assistants will be assigned to help at OPDS.
- 4.4 Teaching Assistants must arrive early enough to change, put dance shoes on and be on the floor ready to warm up for TA Training classes and the scheduled assistance night(s) fifteen (15) minutes before the start of the class.
- 4.5 Teaching Assistants must be capable of demonstrating the patterns to the Class Instructor(s) who will then decide if the TA's are able to participate that evening.
- 4.6 Be actively involved in the recruitment process of future Teaching Assistants by encouraging members to attend the annual TA Tryouts. This should be done from the start of the year and followed up until the tryout dates.
- 4.7 Teaching Assistants and Class Instructors play a key role in dealing with Volunteer Assistants.

All VA's should be treated with respect, given positive feedback and encouragement and allowed to do their assigned duties. Any other feedback will be given to the Volunteer Director.
- 4.8 Abide by the *Code of Ethics Act*.

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Revised: April 22, 2012  
Revised: June 2, 2013

## 5. Grievance and Dismissal Procedures

- 5.1 If a Teaching Assistant has reason to believe in unfair treatment, the following procedures must be initiated.
  - 5.1.1 The TA will approach the individual in question, where possible, and attempt to reach an amicable solution through normal conflict resolution.
  - 5.1.2 If 5.1.1 is unsuccessful, the TA will contact the VP Internal or the Dance Director(s) and work with them to resolve the conflict.
  - 5.1.3 If 5.1.2 is unsuccessful, the TA will write a formal letter to the Executive Council outlining the inappropriate action or behaviour and documenting the failed attempts at reconciliation with said individual.
    - 5.1.3.1 The Executive Council will attempt reconciliation.
    - 5.1.3.2 The Executive Council ruling is final.
- 5.2 If Teaching Assistants exhibit inappropriate behaviour during representation of the UADC, the following procedures will be initiated to ensure due diligence and fairness.
  - 5.2.1 Verbal Warning – A verbal warning will be issued to the individual in question, within a reasonable time period, discussing the behaviour and necessary actions.
    - 5.2.1.1 The individual will be informed that this is an official warning and that it will be documented.
    - 5.2.1.2 The event will be documented to the VP Internal within one (1) week of the infraction.
  - 5.2.2 Written Warning – If inappropriate behaviour continues beyond a reasonable period following 5.2.1, a dated written warning will be issued to the individual in question, noting the date of the verbal warning and the behaviour in question and corrective measures needed.
    - 5.2.2.1 A copy of the written warning will be kept on file for reference by the Executive Council.
  - 5.2.3 Dismissal – If inappropriate behaviour continues beyond a reasonable period following 5.2.2, the TA exhibiting the behaviour will be released from volunteer responsibilities to the UADC.
    - 5.2.3.1 All Volunteer Appreciation privileges are rescinded thereafter.
    - 5.2.3.2 Appeals must be submitted in writing to the Executive Council.
    - 5.2.3.3 The Executive Council ruling is final.
- 5.3 If a Teaching assistant is late for TA class or their scheduled class by more than 15 minutes the following measures will be taken (subject to the V.P. Internals discretion)
  - 5.3.1 Verbal Warning – A verbal warning will be issued to the individual in question, within a reasonable time period, discussing the behavior and necessary actions.
    - 5.3.1.1 The individual will be informed that this is an official warning and that it will be documented.
    - 5.3.1.2 The event will be documented to the VP Internal within one (1) week of the infraction.
  - 5.3.2 Written Warning – If inappropriate behavior continues beyond a reasonable period following 5.2.1, a dated written warning will be issued to the individual in question, noting the date of the verbal warning and the behavior in question and corrective measures needed. In addition, privileges such as participation in the formations team will be revoked.
    - 5.3.2.1 A copy of the written warning will be kept on file for reference by the Executive Council.
  - 5.3.3 Dismissal – If inappropriate behavior continues beyond a reasonable period following 5.2.2, the TA exhibiting the behavior will be released from volunteer responsibilities to the UADC.
    - 5.3.3.1 All Volunteer Appreciation privileges are rescinded thereafter.
    - 5.3.3.2 Appeals must be submitted in writing to the Executive Council.
    - 5.3.3.3 The Executive Council ruling is final.
- 5.4 Absence from TA class without notifying the V.P. Internal within a minimum of 24 hours' notice, (barring an emergency) will result in the following action. (subject to the V.P. Internals discretion)
  - 5.4.1 Verbal Warning – A verbal warning will be issued to the individual in question, within a reasonable time period, discussing the behavior and necessary actions.
    - 5.4.1.1 The individual will be informed that this is an official warning and that it will be documented.
    - 5.4.1.2 The event will be documented to the VP Internal within one (1) week of the infraction.
  - 5.4.2 Written Warning – If inappropriate behavior continues beyond a reasonable period following 5.2.1, a dated written warning will be issued to the individual in question, noting the date of the verbal warning and the behavior in question and corrective measures needed. In addition, privileges such as participation in the formations team will be revoked.
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