

FASS Dean's Office: Grading Assistance Policy (formulated September 2018)

Section i: First Principles

- 1) Grading assistance is awarded at the Dean of the Faculty of Arts and Social Sciences' discretion; no one has the right to grading assistance.
- 2) The Dean of the Faculty of Arts and Social Sciences or their delegate alone has the authority to adjudicate requests for grading assistance.
- 3) The Dean's Office will invite feedback from the relevant department chairs on their departments' faculty members' applications.
- 4) The ideal situation would be for no faculty member to require grading assistance.

Section ii: Eligibility

Requests for support must meet the following criteria:

- 1) Enrollment must normally be more than 40 in the class for which grading assistance is requested. Applications will also be considered for those who have a total enrolment in their courses in the relevant term of more than 80 even if no one class has 40 students or more.
- 2) If the instructor is teaching a 1.5 load in the term, and the request is for a class with 40 or more students in it, the total number of students in their three courses must exceed 70 for a request to be considered.
- 3) If the instructor is teaching a 1.0 load in the term, and the request is for a class with 40 or more students in it, the total number of students in their two courses must exceed 55 for a request to be considered.
- 4) All instructors requesting grading assistance must fill out the grading assistance application form and submit it electronically to the FASS Dean account (fassdean@uwo.ca).

Section iii: Application Requirements

Instructors must indicate the following on their applications:

- 1) The course for which they are requesting grading assistance.
- 2) The number of students in the course for which they are asking support.
- 3) The number of students in each of their other courses in the relevant term at Huron University College.
- 4) The total number of students in their courses in the relevant term at Huron University College.
- 5) The number of assignments in the class for which they are requesting support.
- 6) The names and natures of the assignments the proposed grader would evaluate.
- 7) The estimated time needed to grade each assignment, broken down individually and extrapolated to the total number (eg: 0.5 hours per essay; 53 students; 26.5 hours total)

8) The total number of hours of grading assistance support requested.

Instructors may:

1) Provide a written justification of their need for grading assistance.

Section iii: Evaluation Criteria

The key principle by which all applications will be judged is whether the grading assistance is required in order to serve students' needs such as their need to receive timely and constructive feedback on and evaluation of their work. In consideration of this principle, in evaluating the applications the Dean shall contemplate the following additional criteria:

- 1) The number of students in the class.
- 2) The total number of students the instructor is teaching in the relevant term.
- 3) The nature of the assignments/evaluations for which assistance is requested.
- 4) When relevant, the instructor's contractual status and/or career stage.
- 5) The availability of funds.