To many undergraduate students, graduate and undergraduate teaching assistants are the primary face of the Department of Biology. As such, the department recognizes the excellent and outstanding contribution made by the overwhelming majority of these TA emissaries. This notwithstanding, the guidelines elaborated below are presented as a means of approaching some of the difficult issues which may arise, albeit infrequently.

1) **Missing a TA meeting** without prior consent from the course instructor or missing a required meeting or missing scheduled exam marking such as the proctoring organizational meeting before an examination period and failing to respond to a request to meet with the Associate Chair before the first proctoring assignment (attendance at all of these meetings is obligatory). Instances in which a TA misses a meeting will be reported to the Associate Chair by the course instructor.
   - On the first occasion, TAs will meet with Associate Chair and be given a verbal warning. The student’s supervisor will be notified of this.
   - On the second occasion, a verbal and written warning will be issued. The Graduate Officers and the student’s supervisor will be copied on this letter (in those instances where the student is a Graduate Student) so that they can be kept informed of the situation and to ensure that the Associate Chair is fair and unbiased.
   - A subsequent infraction will normally result in the student losing one term’s TA eligibility. This will be conveyed in a letter copied to the student’s supervisor and the graduate officers. The supervisor is not required to make up the lost salary. Undergraduate students in this situation will not be offered any additional TAs.

2) The Biology Department has instituted policies to control exam theft, which typically require proctors to arrive 30 minutes prior to the start of the exam. Thus, a student is deemed to be late for proctoring a midterm or a final exam when they are not present 30 minutes before the start of the exam and have failed to give prior notification to the course instructor. Instances in which a TA is late will be reported to the Associate Chair by the course instructor. In addition, all instances in which a TA misses a proctoring assignment without prior notification of the course instructor will be reported to the Associate Chair by the course instructor.
   - On the first occasion of either of the above, a verbal and written warning will be issued The Graduate Officers and the student’s supervisor will be copied on this letter (in those instances where the student is a Graduate Student) so that they can be kept informed of the situation and to ensure that the Associate Chair is fair and unbiased.
   - A subsequent infraction will normally result in the student losing one term’s TA eligibility. This will be conveyed in a letter copied to the student’s supervisor and the graduate officers. The supervisor is not required to make up the lost salary. Undergraduate students in this situation will not be offered any additional TAs.

3) A student volunteer for an “extra” exam proctoring or marking position that is paid hourly, but then fails to turn up.
   - That student will no longer be eligible for any future hourly paid extra positions.

All of the above decisions can be appealed to the Chair of Biology.