

To: UG Teaching Faculty

From: Office of the Provost

Date: August 22, 2025

RE: Onboarding Teaching Assistants (TA's)

Our TA onboarding process does the following things: (a) it provides clarity to faculty on the appropriate use of TA's; (b) it trains TA's on issues of confidentiality, including FERPA regulations; (c) it secures the department chair's approval of the TA being hired; and (d) it alerts Tech Support to give the TA the level of Canvas access they need to do their work.

Faculty members who are utilizing TA's in connection with a course are required to use a Dynamic Form to complete this onboarding process. The Dynamic Form will begin with the faculty member, it will travel to their TA, it will then go to their department chair, and it will finally land at Tech Support.

To initiate this process, the faculty member should go to Falconlink and type in "Onboarding a TA." It should be clear what to do from that point on (the faculty member's part will take only 5-10 minutes). If you or your TA has questions while completing the form, please contact Tech Support (techsupport@messiah.edu). Please note: this Dynamic Form process is not the way to request funding for a TA, find a student to be your TA, or actually hire a TA. Rather, it's a way to onboard a TA once the funding has been approved by your department chair and a particular student has been recruited for this role.

Thank you for your work with our students, including our students who serve as TA's. If you have questions about this process, please contact David Weaver-Zercher, Assistant Provost (dzercher@messiah.edu).