



## FACULTY RESPONSIBILITY FOR SUPERVISION OF UNDERGRADUATE STUDENT WORKER-GRADERS

1. To hire an undergraduate student, complete the Student Employee Position Description Form at: <https://www.tamug.edu/hrd/LinksAndForms/EmpPositionDescription.pdf>. An administrative or business staff person can create the posting if provided with the following:
  - a. Roles and Responsibilities – what course(s) they will be grading and/or recording grades for, and what assignments.  
  
Example: Work alongside faculty to meet weekly with the course instructor(s); attend course lecture section(s) as assigned; attend all scheduled lab session hours as assigned; assist students as needed in a classroom environment; attend training sessions and staff meetings as required; and other duties as assigned. Key abilities include initiative, positive attitude, compassion, perseverance, and the ability to work with a variety of personalities and learning styles.
  - b. Requirements:  
  
Example: Must be currently enrolled as a student on the Texas A&M University - Galveston Campus. earned a grade of A or B in the course at TAMUG or recommended by course instructor; maintain a cumulative GPA of 2.7 or above; availability to attend all scheduled lectures for the course; demonstrate good interpersonal communication skills; computer knowledge; available during scheduled course hours; available to work up to 15 hours per week Sunday through Friday.
  - c. Marketable Skills:  
  
Example: Critical Thinking/Problem Solving, Oral/Written Communications, Leadership, Teamwork/Collaboration, Professionalism/Work Ethic, and Global/Intercultural Fluency
  - d. In the job posting at least 3 learning outcomes are required for student workers. For graders, consider using the following learning outcomes. Examples:
    - i. Graders develop a sense for process and quality control, in particular for checking for accuracy and appropriateness of information provided by different sources.
    - ii. Graders can evaluate how a series of responses meet the criteria given by the standard key.
    - iii. Graders are able to assemble the results for graded materials into a gradebook and keep accurate records.

**Note:** It is the responsibility of the instructor of record to provide keys with enough details for materials to be graded such that the students are NOT asked to make judgement calls during grading.

2. Faculty and their graders should agree on suitable grading environments, such that their grader is not carrying papers to the residence halls or off campus into public places where privacy for the graded materials could be compromised. The same guidelines apply to grading online materials.
3. If the student worker is also a tutor employed through the Center for Academic Learning Support, it is not allowed for the student to grade for a class to which they are also providing tutoring assistance.
4. Faculty should **monitor, validate and sign off on all hours worked** which will be recorded by the student worker in Workday. **This task cannot be delegated.** The graders may only enter the **actual hours worked**; at TAMUG for a student worker the maximum number of hours per week is 20, but it should be rare for a student grader to actually have 20 hours worth of grading in one week. The workload should not be excessive and thereby compromise the student grader's own scholastic success.
5. Faculty should communicate regularly with their grader and provide appropriate timelines and priorities for their grading responsibilities.

**Note:** Instructors of records are responsible for creating all lab curriculum, lecturing in labs and facilitating quizzes. Undergraduate student worker/graders will not be performing any of these tasks.

6. Every student worker must have a performance evaluation at least once per year or upon their departure from the position:

[http://www.tamug.edu/hrd/LinksAndForms/Performance\\_Evaluation.pdf](http://www.tamug.edu/hrd/LinksAndForms/Performance_Evaluation.pdf)

**Resources:**

[Student Employment](#)

[Student Employee Position Description Form](#)

[Supervisor's Evaluation of Student Work Performance Form](#)

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*as amended August 2024 for the new College of Marine Sciences & Maritime Studies*