

# 2024-2025 TA Online Calendar

*Winter 2025 and Spring 2025 dates to be announced later this year*

All Departments	TAAC Departments	Non-TAAC Departments
Term	Date/Deadline	Event
<b>Fall 2024</b>	4/3/24	Request TA Need from Department Chairs/Vice Chairs for Fall (ALL)
	4/22/24-5/3/24	Application open for BCH, BIOL, BPSC, CBNS, ENTM, MCBL classes
	4/22/2024-5/10/24	Major Professors Approve Applications (TAAC)
	5/11/24-5/17/24	Program Advisors Approve Applications (TAAC)
	5/18/24-5/24/24	Instructor and Academic Coordinator Requests (TAAC)
	5/18/24-7/15/24	Instructor/Dept. Staff access to Update Descriptions of Duties (ALL)
	5/25/24-5/31/24	TAAC Representatives Requests (TAAC)
	6/3/24-6/7/24	TAAC Meeting
	6/7/24-8/1/24	TAAC continues to evaluate TA applications
	7/18/24	Request TA Appointment Lists from Chairs/Vice Chairs of CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT
	8/1/24	TAAC Approval for BCH, BIOL, BPSC, CBNS, ENTM, MCBL
	8/2/24	TAAC list for Chair Approval
	8/01/24-8/23/24	TA Contract letters and Descriptions of Duties for BCH, BIOL, BPSC, CBNS, ENTM, MCBL courses sent to students via e-mail
	8/01/24-8/23/24	Written Notice of Appointment and Descriptions of Duties for CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT sent to students via e-mail
	8/23/24	Majority of employees (GSR and TA) to receive Written Notice of Appointment and Supplemental Description of Duties (ALL)
		CNAS TA List distributed via Google Drive
	3 days following Letter date	Deadline for students to return signed Contract Letter
	9/23/24	Quarter Begins
	9/26/24	Instruction Begins
<b>Winter 2025</b>	TBA	Request TA Need from Department Chairs/Vice Chairs for Winter (ALL)
	TBA	Application open for BCH, BIOL, BPSC, CBNS, ENTM, MCBL courses
	TBA	Major Professors Approve Applications (TAAC)
	TBA	Program Advisors Approve Applications (TAAC)
	TBA	Instructor and Academic Coordinator Requests (TAAC)
	TBA	Instructor/Dept. Staff access to Update Descriptions of Duties (ALL)
	TBA	TAAC Representatives Requests (TAAC)
	TBA	TAAC Meeting(s)
	TBA	Request TA Appointment Lists from Chairs/Vice Chairs of CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT
	TBA	TAAC Approval for BCH, BIOL, BPSC, CBNS, ENTM, MCBL courses
	TBA	TAAC list for Chair Approval
	TBA	Winter TA List for BCH, BIOL, BPSC, CBNS, ENTM, MCBL Distributed
	TBA	TA Contract letters and Descriptions of Duties for BCH, BIOL, BPSC, CBNS, ENTM, MCBL sent to students via e-mail
	TBA	Written Notice of Appointment and Descriptions of Duties for CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT sent to students via e-mail
	TBA	Majority of students to receive Written Notice of Appointment and Supplemental Description of Duties (ALL)
	TBA	Deadline for students to return signed Contract Letter
	TBA	Instruction Begins

# 2024-2025 TA Online Calendar

<b>Spring 2025</b>	TBA	Request TA Need from Department Chairs/Vice Chairs for Spring (ALL)
	TBA	Application open for BCH, BIOL, BPSC, CBNS, ENTM, MCBL courses
	TBA	Major Professors Approve Applications (TAAC)
	TBA	Program Advisors Approve Applications (TAAC)
	TBA	Instructor and Academic Coordinator Requests (TAAC)
	TBA	Instructor/Dept. Staff access to Update Descriptions of Duties (ALL)
	TBA	TAAC Representatives Requests (TAAC)
	TBA	TAAC Meeting(s)
	TBA	Request TA Appointment Lists from Chairs/Vice Chairs of CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT
	TBA	TAAC Approval for BCH, BIOL, BPSC, CBNS, ENTM, MCBL courses
	TBA	TAAC list for Chair Approval
	TBA	Fall TA List for BCH, BIOL, BPSC, CBNS, ENTM, MCBL Distributed
	TBA	TA Contract letters and Descriptions of Duties for BCH, BIOL, BPSC, CBNS, ENTM, MCBL sent to students via e-mail
	TBA	Written Notice of Appointment and Descriptions of Duties for CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT sent to students via e-mail
	TBA	Majority of students to receive Written Notice of Appointment and Supplemental Description of Duties (ALL)
	TBA	Deadline for students to return signed Contract Letter
	TBA	Instruction Begins