

2023-2024 TA Online Calendar

All Departments	TAAC Departments	Non-TAAC Departments
Term	Date/Deadline	Event
Fall 2023	4/3/23	Request TA Need from Department Chairs/Vice Chairs for Fall (ALL)
	4/17/23-4/28/23	Application open for BCH, BIOL, BPSC, CBNS, ENTM, MCBL classes
	4/17/23-5/5/23	Major Professors Approve Applications (TAAC)
	5/6/23-5/12/23	Program Advisors Approve Applications (TAAC)
	5/13/23-5/19/23	Instructor and Academic Coordinator Requests (TAAC)
	5/15/23-5/19/23	Instructor/Dept. Staff access to Update Descriptions of Duties (ALL)
	5/20/23-5/26/23	TAAC Representatives Requests (TAAC)
	5/29/23-06/2/23	TAAC Meeting
	7/18/23	Request TA Appointment Lists from Chairs/Vice Chairs of CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT
	8/1/23	TAAC Approval for BCH, BIOL, BPSC, CBNS, ENTM, MCBL
	8/2/23	TAAC list for Chair Approval
	8/14/23-8/28/23	Fall TA List for BCH, BIOL, BPSC, CBNS, ENTM, MCBL Distributed
	8/14/23-8/28/23	TA Contract letters and Descriptions of Duties for BCH, BIOL, BPSC, CBNS, ENTM, MCBL courses sent to students via e-mail
	8/14/23-8/28/23	Written Notice of Appointment and Descriptions of Duties for CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT sent to students via e-mail
	8/28/23	Majority of students to receive Written Notice of Appointment and Supplemental Description of Duties (ALL)
	3 days following Letter date	Deadline for students to return signed Contract Letter
	9/28/23	Instruction Begins
Winter 2023	9/11/23	Request TA Need from Department Chairs/Vice Chairs for Winter (ALL)
	9/25/23-10/06/23	Application open for BCH, BIOL, BPSC, CBNS, ENTM, MCBL courses
	10/07/23-10/13/23	Major Professors Approve Applications (TAAC)
	10/14/23-10/20/23	Program Advisors Approve Applications (TAAC)
	10/21/23-10/27/23	Instructor and Academic Coordinator Requests (TAAC)
	10/21/23-10/27/23	Instructor/Dept. Staff access to Update Descriptions of Duties (ALL)
	10/28/23-11/03/23	TAAC Representatives Requests (TAAC)
	11/06/23-11/09/23	TAAC Meeting(s)
	11/9/23	Request TA Appointment Lists from Chairs/Vice Chairs of CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT
	11/17/23	TAAC Approval for BCH, BIOL, BPSC, CBNS, ENTM, MCBL courses
	11/20/23	TAAC list for Chair Approval
	11/27/23-12/1/23	Winter TA List for BCH, BIOL, BPSC, CBNS, ENTM, MCBL Distributed
	12/4/23-12/8/23	TA Contract letters and Descriptions of Duties for BCH, BIOL, BPSC, CBNS, ENTM, MCBL sent to students via e-mail
	12/4/23-12/8/23	Written Notice of Appointment and Descriptions of Duties for CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT sent to students via e-mail
	12/8/23	Majority of students to receive Written Notice of Appointment and Supplemental Description of Duties (ALL)
	3 days following Letter date	Deadline for students to return signed Contract Letter
	1/8/24	Instruction Begins

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Spring 2024	11/13/23	Request TA Need from Department Chairs/Vice Chairs for Spring (ALL)
	11/27/23-12/8/23	Application open for BCH, BIOL, BPSC, CBNS, ENTM, MCBL courses
	11/27/23-12/15/23	Major Professors Approve Applications (TAAC)
	12/16/23-1/12/24	Program Advisors Approve Applications (TAAC)
	1/13/24-1/19/24	Instructor and Academic Coordinator Requests (TAAC)
	1/13/24-1/19/24	Instructor/Dept. Staff access to Update Descriptions of Duties (ALL)
	1/20/24-1/26/24	TAAC Representatives Requests (TAAC)
	1/29/24-2/2/24	TAAC Meeting(s)
	2/2/24	Request TA Appointment Lists from Chairs/Vice Chairs of CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT
	2/2/24	TAAC Approval for BCH, BIOL, BPSC, CBNS, ENTM, MCBL courses
	2/9/24	TAAC list for Chair Approval
	2/12/24	Fall TA List for BCH, BIOL, BPSC, CBNS, ENTM, MCBL Distributed
	2/12/24-3/1/24	TA Contract letters and Descriptions of Duties for BCH, BIOL, BPSC, CBNS, ENTM, MCBL sent to students via e-mail
	2/12/24-3/1/24	Written Notice of Appointment and Descriptions of Duties for CHEM, ENSC, EARTH (GEO classes), MATH, PHYS, STAT sent to students via e-mail
	3/1/24	Majority of students to receive Written Notice of Appointment and Supplemental Description of Duties (ALL)
	3 days following Letter date	Deadline for students to return signed Contract Letter
	4/1/24	Instruction Begins