

TBSI 助教职责实施细则

为进一步规范助教岗位管理，有效配置教学资源，根据《清华大学研究生助教、助研和助管岗位管理细则》（试行）及相关管理规定，制定本细则。

岗位职责：

1. 助教需提前一周与授课老师确认上课时间、上课方式、课件等，并预约调试远程教学设备的时间；若授课老师超过2天没有回复邮件，助教需要及时汇报给教学办的相关工作人员。
2. 远程授课的助教需要**提前30分钟**到教室，课前30分钟调试好设备等辅助工作；现场授课的助教需要**提前15分钟**到教室。
3. 每节课要**签到**，并及时向教学办反馈学生出勤情况。如发现缺勤次数较多的学生，应及时向教学办汇报。
4. 协助老师授课，准备课件、课堂与课后答疑、作业批改、考试进行等；
5. 负责开启和关闭录制设备，检查课程视频录制的质量，及时反馈视频中出现的**问题**。
6. 协助授课老师通知学生相关的教学信息及调课信息，并保证每个选课的学生都收到相关信息。
7. 了解教学进度，了解学生的学习要求和学习情况，并及时将此反馈给授课老师。
8. **随堂听课**。远程授课时，要做好授课老师与学生之间的沟通，传递好信息。
9. 课程开始时需要向授课老师了解期末考试的形式，在课程结束前2周，需要把考试形式通知到每个选课学生。
10. 课程结束后，助教把随堂录像拷到院里专门的电脑里。

考评指标：

1. **请假**。助教在其所助教课程的上课时段一般不得请假。如有特殊情况，请提前1周向授课老师书面请假，得到同意后将请假条于上课前2天交给教学办公室备案。**原则上一学期请假次数不超过1次**。请假3次以内扣发50%的津贴；3次以上，取消其助教资格，且不发放助教津贴。
2. **迟到**。原则上助教不能迟到，除了因为不可抗力因素导致的迟到。迟到1次，扣发该次课程的助教津贴；2次及以上，扣发50%的助教津贴；超过5次，取消其助教资格，且不发放助教津贴。
3. **旷工**。无故旷工1次，取消其助教资格，且不发放助教津贴。若助教在未请假的情况下，自行找人替代，亦以旷工处理。

解聘及教学责任事故认定：

1. **因教学辅助人员在承担教学活动过程中的直接或间接责任，导致影响正常教学秩序、教学进程和教学质量等，产生消极后果，均属教学责任事故**。教学责任事故发生后，学院将依照《清华大学教学责任事故处理规定》

- 进行相关处理。
2. 因迟到或旷工造成正常教学秩序、教学进程和教学质量等在较短时间、较小范围内造成较轻微的消极影响，属于一般教学责任事故。对于一般教学责任事故，由责任人所在单位对其给予通报、批评教育、扣发岗位津贴等处理。
 3. 因教室、电教设备、网络及信息系统等教学环境和条件保障未按时落实，导致严重影响教学进程或教学秩序，属于重大教学事故。对于重大教学责任事故，由学校教学部门给予全校通报。

Regulations on Responsibilities for TA of TBSI

The regulations are established according to the Regulations on the Management of Postgraduate Teaching Assistants, Research Assistants and Management Assistants of Tsinghua – Berkeley Shenzhen Institute (Trial) and relevant management provisions to further normalize the management of teaching assistants and effectively allocate teaching resources.

Job responsibilities:

1. Each teaching assistant shall confirm the class periods, instructions and courseware with relevant lecturer in advance and make appointments for testing remote teaching equipment. If the lecturer fails to respond the email within two days, the teaching assistant shall promptly report it to relevant personnel of the teaching office.
2. The teaching assistant for remote teaching shall arrive at relevant classroom 30 minutes in advance and auxiliary work such as making relevant equipment ready shall be finished 30 minutes prior to the beginning of relevant lecturing. The teaching assistant for on-site teaching shall arrive at relevant classroom 15 minutes in advance.
3. A sign-in must be made for each lecture and the attendance of students shall be promptly reported to the teaching office. In case any student has been absent frequently, relevant conditions shall be reported to the teaching office promptly.
4. Each teaching assistant shall assist relevant lecturer to give instructions, prepare courseware, answer questions during and after classes, go over assignments, and organize examinations.
5. The teaching assistant shall switch on/off recording equipment, check the quality of recorded course videos, and promptly report any problem arising from relevant video.
6. The teaching assistant shall assist relevant lecturer to inform students about relevant teaching information and class swapping information and guarantee that each of relevant students has received such information.
7. The teaching assistant shall be familiar with teaching progress as well as students' learning requirements and conditions and promptly report these to relevant

lecturer.

8. Attending lectures. When performing remote teaching, the communication between relevant lecturer and students shall be available to deliver information effectively.
9. At the beginning of relevant course, the teaching assistant shall ask relevant lecturer about the form for final exam. Such form shall be informed to each student involved two weeks before the completion of the course.
10. After the completion of the course, the teaching assistant shall copy relevant on-site picture recording to the special computer of corresponding school.

Assessment indicators:

1. **Asking for leave. In general, the teaching assistant shall not ask for leave during the class periods of relevant course.** In case of any special circumstance, it shall tell relevant lecturer to ask for leave in written form one week in advance, and the written request for leave shall be submitted to the teaching office two days before the lecture after obtaining the consent from the lecturer. **In principle**, the frequency of asking for leave each semester shall be no more than one time. 50% of allowance will be deducted if the frequency of asking for leave is less than three times. The qualification of teaching assistant will be cancelled and no teaching assistant allowance will be granted if the frequency is more than three times.
2. **Being late.** In principle, the teaching assistant shall not be late other than any late arrival due to force majeure. The teaching assistant allowance for one lecture will be deducted if one late arrival occurs. 50% of allowance will be deducted if two late arrivals occur. The qualification of teaching assistant will be cancelled and no teaching assistant allowance will be granted if five late arrivals occur.
3. **Absenteeism.** If one time of absenteeism for no reason occurs, the qualification of teaching assistant will be cancelled and no teaching assistant allowance will be granted. It will be deemed as absenteeism if the teaching assistant finds a substitute without asking for leave.

Dismissal and evaluation of teaching accidents:

1. **In case negative consequences are caused because normal teaching order, teaching process and teaching quality are affected as a result of the direct or indirect responsibility of any teaching assistant, all these consequences and influences belong to teaching accidents.** After any teaching accident, TBSI will handle it as per the *Regulations of Tsinghua University on Handling Teaching Accidents*.
2. **In case slight negative impacts are caused within a short period and a small scope because normal teaching order, teaching process and teaching quality are affected due to late arrival or absenteeism, such negative impacts belong to general teaching accidents.** For general teaching accidents, the organization

for the responsible person shall circulate a notice of criticism and deduct relevant allowance.

3. **In case teaching process or teaching order is seriously affected due to unavailable guarantees of teaching environment and conditions such as classroom, electrified education equipment, network and information system, such problems belong to major teaching accidents.** For any major teaching accident, the teaching department of the university will circulate a notice of criticism in the university.