Bourns College of Engineering, Dean's Office

Assignment of Teaching Assistants (TAs) to Instructional Laboratory Policy

Policy Owner: BCOE, Dean's Office
Date: May 28, 2025

Objective:

The following are control procedures for assignment of Teaching Assistants (TAs) to specific BCOE Instructional Laboratories that follow EH&S Instructional Laboratory Guidelines.

Procedures for Faculty assigning TAs:

1. Check if the course requesting a TA fall under the category of an Instructional Lab that requires following the EH&S Instructional Laboratory Guidelines.
    - https://intra.engr.ucr.edu/instructional-labs
2. Check if the student is eligible to be assigned to course – student must have attended the EH&S Graduate Student Safety Orientation
    - https://intra.engr.ucr.edu/instructional-labs

Procedures for Staff issuing TA Appointment Letters:

1. Check if the course requesting a TA fall under the category of an Instructional Lab that requires following the EH&S Instructional Laboratory Guidelines.
    - https://intra.engr.ucr.edu/instructional-labs
2. Include the following requirement in the Description of Duties for student to review
    - Completion of required safety training and documentation through Canvas course BCOE Instructional Labs Safety Checklist