College of Engineering & Applied Science
UNIVERSITY OF COLORADO COLORADO SPRINGS

**EAS Policy: EAS-FAC-003**

**Subject: Policy for Use of Instruction Support (previously Use of Graders)**
**Revised/Effective Date: September 2026**
**Supersession: May 10, 2012, September 21, 2005**
**Approved: September 10, 2026**

**Introduction:**
EAS aims to support faculty workload with instruction support (graders, hourly TAs, Lab Assistants, and/or Graduate Teaching Assistants (GTAs)) for certain courses. While the use of instruction support can augment faculty teaching loads, it is not meant to eliminate grading or other instructional responsibilities completely.

**Instructional support allocation:**

1) **Salaried GTA support** (20 hours per week per position less any instructor of record assignments). Before requesting hourly instruction support, GTA hours should be allocated starting with courses and faculty of the highest need.

2) **Annual hourly budget** - including office support, tutors, lab assistants, shop assistants and any other hourly student wages that impact this budget or other budgets used to fund instruction support
   *The use of instruction fees to cover instruction support is allowable if department purchase needs have been or will be covered by the remaining budget. This includes both anticipated and unanticipated needs. The college will not supplement department budgets due to overspending.

3) **Course enrollment.** The general *guideline* is 4-5 hours of instruction support for courses with at least 25 students. Specific course workload or overall faculty teaching can also be considered. Priority given to high enrollment, new faculty/lecturers with heavy course preps, heavy teaching loads, etc.

4) **Propriety of Expenses** (CU System OPE, APS 4015), see specifically Section E: Test of Propriety to determine the appropriateness of an expenditure, i.e., is it within the available resources of the responsible unit, taking into consideration all outstanding commitments and encumbrances?, is it reasonable – are the quantity of services sufficient without exceeding need?, would an outsider consider it a reasonable and necessary expense of public funds?, etc.