

For TA Applicants:

User Registration and Profile Creation:

Allow TA applicants to create user accounts and complete their profiles with personal information.

Application Submission:

Provide a form for TA applicants to submit their applications, including CVs.

Previous TA Experience:

Include a section for TA applicants to specify any previous TA experience at North University, listing relevant course(s) and dates.

Course Selection:

Offer a selection of department-provided courses for TA applicants to choose from based on their qualifications.

Application Tracking:

Enable TA applicants to track the status of their applications and receive updates.

Document Upload:

Allow the upload of additional documents such as transcripts or recommendation letters.

Accept/Decline Offers:

After receiving offers, enable successful candidates to accept or decline TA assignments.

Communication:

Provide a messaging system for communication with department staff or committee members.

For Department Staff:

Course Management:

Create, edit, and manage course details, including course code, titles, and required TAs.

TA Application Review:

Review TA applications, including qualifications, previous experience, and course preferences.

TA Matching:

Match TA expertise with course requirements, offering preliminary recommendations to the TA committee.

Communication:

Establish communication channels with TA applicants, committee members, and instructors for data clarification.

Tracking and Reporting:

Monitor the status of courses, applications, and TA recommendations. Generate reports as needed.

For TA Committee Members:

User Registration and Profile Creation:

Allow committee members to create user accounts and complete their profiles.

TA Application Review:

Review TA applications, assessing qualifications and suitability for courses.

TA Assignment Decision-Making:

Make decisions on TA assignments, accepting or rejecting applicants for specific courses.

Communication:

Communicate with department staff for data clarification and assignment-related discussions.

Decision Notification:

Notify successful and unsuccessful TA applicants of the committee's decisions.

Data Tracking:

Monitor TA assignment decisions and their implementation by administrators.

For Instructors:

User Registration and Profile Creation:

Allow instructors to create user accounts and complete their profiles.

Access to TA Assignments:

Provide instructors with access to the list of TAs assigned to their classes.

TA Performance Assessment:

Allow instructors to assess the performance of TAs in their classes, including feedback and ratings.

Feedback Submission:

Enable instructors to submit feedback and evaluations for each TA in their class.

Data Access:

Access TA performance history to inform future TA considerations.

Communication:

Establish communication channels with department staff and committee members for TA-related discussions.