

Procedure for Appointment/Reappointment of Teaching Assistants

1. All Political Science Ph.D. students are guaranteed a teaching appointment for the first five years of the program provided they are in Satisfactory Progress.
2. The Department reserves approximately one-fourth of its fall Teaching Assistantship assignments for newly admitted students.
3. Each semester, Teaching Assistants (TAs) are advised of the courses the following semester that require TAs and are requested to rank their preferences. Faculty are also invited to indicate a preference in TAs. The Associate Director of Academic Programs and the Graduate Program Director recommend assignments based upon these preference rankings and on the teaching and curricular needs of the Department. Decisions are taken through consultation with the Undergraduate Program Director as needed.
4. Reappointment for students guaranteed five years of funding is contingent upon the student being in Satisfactory Progress in the Ph.D. program. Those who are entitled to additional years of funding are automatically appointed if their progress has been satisfactory. If a student's progress is unsatisfactory, the Graduate Studies Committee may withdraw the TA funding, or may give the student a specific period of time to be in compliance with satisfactory progress rules.
5. All other applicants who are not guaranteed funding are given teaching assignments based on the following factors: teaching needs of the Department, satisfactory progress, student preference rankings, faculty preference rankings, and teaching evaluations. When possible, the Department will attempt to prioritize by international students who are no longer guaranteed funding and by length of time in the program with preference given to students who are in their 6th year over students in their 7th, 7th year over 8th years, etc. However, the Department will make exceptions based on teaching and curricular needs. When necessary or if requested by the faculty, the Department may use non-political science Teaching Assistants after students with guaranteed funding have been given appointments.
6. All assignments are recommended by the Associate Director of Academic Programs and the Graduate Program Director and approved by the Department Chair. All Teaching Associate assignments are approved by the Graduate Studies Committee.
7. Students who receive appointments as Teaching Assistants or Teaching Associates are notified in writing by the Associate Director of Academic Programs.