

Department of Anthropology Teaching Assistantship and Research Assistantship Policy

Appointment and Reappointment

Students who wish to be considered for departmental funding must submit the following items: evidence of good academic standing and a one-page teaching statement. Students who have had prior teaching experience must include copies of the TA coordinator's evaluations for each previous semester they have served as a TA, as well as TCEs and student comments from prior work as a teaching assistant. Teaching assistants and research assistants must maintain a minimum 3.0 GPA and must demonstrate progress toward degree consistent with the departmental sample timeline; their assistantships will not be renewed if their academic progress is unsatisfactory. Teaching assistants and research assistants are eligible for no more than a total of 4 years of funding support. In unusual circumstances, one or two additional semesters of funding may be available.

Training

All new teaching assistants are required to attend an orientation program given by the Graduate School at the beginning of their first semester designed to provide an overview of effective pedagogical strategies and to inform them of their upcoming duties, rights, and responsibilities. TA's are also required to attend departmental teaching workshops given by the TA Coordinator to guide TA's in their specific classroom or laboratory responsibilities.

Evaluation

The Department of Anthropology is responsible for the systematic evaluation of the performance of teaching assistants and research assistants in their employment according to established criteria. Each semester teaching assistants' advisors conduct teaching evaluations of the teaching assistants. These evaluations are submitted to the TA Coordinator who presents them annually to the teaching assistants in a formal letter. The Chair and TA Coordinator will conduct a review each semester of TCEs and student comments for each teaching assistant. That review will also inform the evaluation letter written by the TA Coordinator and the annual appointment/reappointment procedure conducted by the Graduate Studies Committee. Teaching assistants and research assistants shall be notified by March 1 of each year whether or not their assistantships will be renewed for the coming year. If a final decision on reappointment cannot be made by that date, they shall be provided an explanation and informed as to when they might expect to be notified. ("[Policies Relative to Teaching and Research Assistants](#)") (Univ. Administrative Regulation II-1.0-7)

International Teaching Assistants

Prior to beginning their duties, international teaching assistants are required to attend and participate in an orientation program designed to aid them in their transition into the American university classroom, acquaint them with campus resources useful in their roles as teaching assistants, and introduce them to institutional policies relevant to international teaching assistants who are non-native English speakers are also required to undergo a language screening, which evaluates the international teaching assistants' English language skills and their readiness for instructional responsibilities. This evaluation, conducted by a committee of faculty, staff, and students, is under the purview of the Dean of The Graduate School. Screenings include a representative from the international teaching assistants' educational unit. International

teaching assistants who receive unconditional approval will be assigned appropriate duties in their department. International teaching assistants who receive conditional approval or who are disapproved may be assigned other duties until they have successfully satisfied a remediation program within a specified time period. An international teaching assistant not approved for teaching may be eligible for rescreening by the Committee at a later date. ([ITA Language Screening Information](#)) (See also - "[Policies on International Teaching Assistants](#)" Univ. Administrative Regulation II-1.0-9)

Teaching Assistantship Eligibility Relative to Teaching Independent Courses

Teaching assistants who independently teach courses are selected on the basis of their past teaching assistantship experience in the UK Department of Anthropology, on their academic potential to be effective instructors in anthropology, and on their GPA and student teaching evaluations scores. Teaching assistants who have primary responsibility for teaching a course for credit and/or for assigning final grades for such a course must have completed at least 18 graduate semester hours in anthropology, hold at least a master's degree, should have served as a teaching assistant in that specific course in the department previously, and should be classified "ABD" (all but dissertation). If a student is *not* classified "ABD" and is under consideration to offer a course independently, the DGS would contact the student's faculty advisor to determine whether or not this option is advisable for the student in question. The consultation would precede a final decision about the assignment of the teaching assistantship.

Additional Employment

In order to preserve the academic focus of graduate students who are on full-time assistantships and have their tuition paid by the University, the Graduate School does not allow for additional salary or employment.

A full-time assistantship at UK, whether teaching, research or graduate, is considered 0.50 FTE (full time equivalency) in the employment system, or the equivalent of 20 hours per week on average in any combination of assignments. ("[Policies Relative to Teaching and Research Assistants](#)") (Univ. Administrative Regulation II-1.0-7)

In rare circumstances, an exception may be granted. An e-mail or written request should be submitted to the Graduate School Funding Office at grad.funding@email.uky.edu, providing a description of the additional assignment(s), the purpose, and the length of the assignment. The signatures of the student, DGS or major advisor, and employing department (if different than home academic department) must be included. In the event that an exception is granted, the maximum FTE permitted for a graduate student may not exceed 0.75 FTE.

Graduate Students are not eligible for overload assignments if they:

- Are in their first term of study,
- Have a cumulative G.P.A. of less than 3.0.,
- Are receiving any fellowship or scholarship which prohibits additional aid.

Employment greater than the full-time work load for a graduate student (0.50) may have FICA tax implications for the student.

Termination of Appointment

The appointment of a teaching or research assistant may not be terminated before the end of the period of appointment without the individual's being provided with an opportunity to be heard before the University Senate Advisory Committee on Privilege and Tenure. Issues should first be addressed, where possible, with the appropriate unit Chair, Director, or Dean of the College in which the TA/RA holds employment. They may also consult with the Dean of the Graduate School concerning their rights and responsibilities.

Source: UKY Graduate School website.

Sample Timeline for the PhD in Anthropology

Year 1 - Fall and Spring Semesters

- Complete 18 hours of coursework
- Form PhD advisory committee no later than the end of the Spring semester

Year 1 – Summer

- Exploratory study on possible dissertation topics
- Initiation of foreign language studies (if needed)
- Investigate potential internships and training opportunities

Year 2 – Fall and Spring Semesters

- Complete 18 hours of coursework
- Apply for Susan-Abbott Jamieson Pre-Dissertation Research Award by early spring semester
- Investigate potential internships and training opportunities

Year 2 – Summer

- Conduct preliminary dissertation research
- Continue language training (if needed)

Year 3 – Fall and Spring Semesters

- Complete remaining coursework
- Complete ANT 662 (Research Design) by the end of the fall semester
- Defend dissertation proposal
- Prepare and submit bibliographies for PhD qualifying exams for advisor's approval in fall semester
- Submit grant proposals to funding agencies with fall and spring deadlines
- Take PhD qualifying exams at the end of fall semester or early in the spring semester

Year 3 – Summer

- Continue submitting grant proposals to funding agencies with fall deadlines
- Initiate dissertation fieldwork/research

Year 4

- Continue dissertation fieldwork/research
- Conduct dissertation fieldwork

Year 5

- Dissertation data analysis
- Dissertation write-up

Year 6

- Defend dissertation by end of spring semester
- Pursue opportunities for publication

Policy Approved by Faculty January 2015. Hsain Ilahiane, DGS.