

Teaching Assistantship Recommendation and Approval Form

It is the expectation that the combination of studies and a full-time teaching assistantship equals a full-time commitment and the student will not hold another position.

Please read the back/page 2 of this form for eligibility criteria, explanations, and policies.

Teaching Fellow – a matriculated graduate student who serves as instructor of record for lecture sections and holds office hours for a course or courses listed within the course offerings of the University as maintained and posted by the Office of the Registrar.

Teaching Assistant – a matriculated graduate student who teaches lab sessions or leads discussion of lecture courses and holds office hours for a course or courses listed within the course offerings of the University as maintained and posted by the Office of the Registrar. Teaching Assistant assignments must lead to a reduction in contact hours for faculty through direct instruction, as in the case of lab instruction, or through reduction of sections by increasing section sizes and holding recitations. Recitation instruction will be regarded as a valid teaching assistant assignment for courses with enrollments in excess of fifty (50).

Instructional Assistant – a matriculated graduate student who fulfills the role of a Teaching Fellow or Teaching Assistant and is supported by the department offering the course with a stipend that meets the requirements of the Guidelines for Graduate Student Financial Support but has received assistantship/fellowship support for the maximum time allowable and, is therefore, no longer eligible for assistantship/fellowship benefits.

Selection of this teaching assistant should be made using a hiring process that takes into consideration, at a minimum, the academic performance of the applicants and their qualifications for the position.

The start and end date for teaching assistantships is set by the Office of the Associate Provost for Graduate Studies

Student's Name (print): _____ Student's ID: _____
 (Given name) (Family name)

Student's Program of Study: _____ Program level: masters doctoral

Name of student's dissertation/thesis/project advisor (if already determined): _____

Fall semester:

Teaching Fellow Teaching Assistant Instructional Assistant

Stipend: _____ Course and Section Number(s) assigned to: _____

- Full-time 20 hours/week
 Part-time _____ hours/week (minimum of ten hours per week for partial tuition credit benefit)

Spring semester:

Teaching Fellow Teaching Assistant Instructional Assistant

Stipend: _____ Course and Section Number(s) assigned to: _____

- Full-time 20 hours/week
 Part-time _____ hours/week (minimum of ten hours per week for partial tuition credit benefit)

If student will not be enrolled full-time at any point during an academic semester of this appointment, please specify the reason why a waiver of the enrollment requirement should be accorded:

- student no longer needs full-time load of course work due to being in final year or semester of program
 critical need for the services of the student

Waiver requests for other reasons should be forwarded via email to apgradstudies@umassd.edu

Department must verify that the English/communication skills of the prospective TA are sufficient before hiring the student. **TOEFL scores are not sufficient verification.** See back/page 2 of this form.

Department Verification (signature): _____ Date: _____

Description of verification method used: _____

APPROVALS:

Approval by the Graduate Program Director for Graduate Program Eligibility The student is qualified to assume the duties, is in good academic standing, and is making progress toward the degree. The duties are relevant to and appropriate for the student's academic program.

Printed name: _____ Signature: _____ Date: _____

Approval by the funding source manager (e.g., Dept. Chairperson or other unit's fund supervisor): Funding speed type: _____

Printed name: _____ Signature: _____ Date: _____

Approval by the College Dean or unit director as appropriate:

Printed name: _____ Signature: _____ Date: _____

Approval of the Associate Provost for Graduate Studies: _____ Date: _____

Assistantship Recommendation and Approval – Synopsis of Policies and Procedures

See Guidelines for Graduate Student Financial Support on Graduate Studies website for greater detail

Process of Approvals

Departments should offer assistantships as early as possible; for many new students, receipt of an assistantship makes the difference in a decision whether to attend the University. Offering admission and the assistantship award concurrently is highly encouraged.

For recommending an assistantship, the offering department should complete this form and move it forward to obtain the required signatures. The final approval is that of the Associate Provost for Graduate Studies, after which a contract will be issued to the student.

Timing

Assistantships may be awarded for the entire year or by semester. In order to receive and maintain tuition or program continuation credit benefits, students must work in the assistantship position for a minimum of twelve weeks per semester. The Office of the Associate Provost for Graduate Studies will send a message each semester indicating the date by which students must begin working as well as when recommendation forms are due. Benefits awarded to students who do not meet the twelve week requirement may be rescinded.

Relationship to Student Employment

Additional steps must occur for the student to be placed on payroll for the stipend portion of the assistantship award. For this, the hiring unit initiates the process through the Student Employment hiring system. Students need to be aware that they will be required to show evidence of a social security number or appropriate documentation that a social security number is pending. In addition, the student must demonstrate eligibility to work in the United States via the I-9, Employment Eligibility Verification form.

Eligibility Criteria

Students must be matriculated into a master's or doctoral level degree program. Students enrolled in certificate programs or non-degree status are not eligible for any assistantship/fellowship financial support from University funding sources. Students in combined/accelerated undergraduate/graduate programs are not eligible for assistantships/fellowships or tuition or program continuation credit until they have completed all the requirements for their undergraduate degree and have been matriculated to the graduate level of study.

Students must be enrolled full-time (9 credits or more per semester). No assistantship/fellowship financial support from university sources is provided to part-time students unless their services represent a critical need for the University/program, or students no longer need a full-time load of course work during their last semester/year. Waiver requests for other reasons should be forwarded via email to: apgradstudies@umassd.edu.

Students who have GPA below 3.0 are not eligible for assistantships or fellowships.

The maximum length of time for assistantship/fellowship financial support from university sources through all categories except Research Assistants is two years for a master's degree program (three years for a three-year professional terminal master's program) or four years for a doctoral degree program. Research Assistantship support is limited to a maximum of three years for master's students and six years for doctoral students who enter the program with a bachelor's degree and five years for those who enter the program with a master's degree. All awards throughout the student's program of study at a given level are included in the calculation of maximum time for assistantship/fellowship financial support.

Terms and Conditions

An assistantship award is accompanied by tuition or continuation fee credit appropriate to the terms of the award. Tuition benefits accorded for courses offered through University Extension for On-line and Continuing Education are dependent upon the type and level of award. A full-time assistantship award requires a work commitment of twenty hours per week and a part-time assistantship award requires a work commitment of between ten and nineteen hours per week.

Failure to maintain full-time enrollment at any point during the duration of an assistantship/fellowship appointment, without a waiver of the requirement, may result in the reversal of any tuition benefits that have been credited and the student will become responsible for payment of the charges.

The tuition/fee credit provided is a scholarship award, whereas the stipend is compensation for services rendered.

The contract issued by the Office of the Associate Provost for Graduate Studies is the official contract between the University and the student concerning the terms and expectations of the assistantship when accepted by the student. The assistantship contract issued states the general requirements as well as the stipend, tuition credit amount, general work assignment, and hours per week the student is expected to work for the stipend awarded.

Acceptance of an assistantship indicates an intention on the part of the student to complete the degree program at UMass Dartmouth. Assistantships represent a substantial investment by the University and the Commonwealth of Massachusetts. Students awarded assistantships are expected to make progress toward their degree and must be in good academic standing as well as satisfactorily perform the assigned duties in order to retain their assistantship and/or receive a subsequent award. Many departments have specific requirements for academic and/or professional performance.

Although it is possible to combine assignments, one of which must require a commitment of at least ten hours per week, into a full-time assistantship, the resulting package of duties needs to be approved by the student's department as well as the Associate Provost for Graduate Studies as having a coherent purpose in addition to meeting the criteria above.

Verification of English Communication Ability (Approved by Chancellor as recommended by Faculty Senate)

Evidence of the ability to teach English-speaking students must be demonstrated for all graduate students placed in teaching assistantships and the verification method must be cited on the recommendation and approval form. A personal interview is the preferable verification method but other options are considered. TOEFL scores are not sufficient verification.