**BUSINESS RULES FOR TEACHING FELLOW AND TEACHING ASSISTANT APPOINTMENTS**

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<th>QUESTIONS ABOUT APPOINTMENTS FOR TEACHING FELLOWS AND TEACHING ASSISTANTS</th>
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| General information about appointments is included in this document. For additional information, please contact Laura Pascale, phone 5-0727, email pascale@fas.harvard.edu or refer to the GSAS web site or the FAS Appointment Handbook. Teaching Assistant appointments are approved by Matt Wallace, phone 5-9500, email mwallace@fas.harvard.edu.  

The GSAS website provides information about the administrative policies and procedures for teaching fellow appointments. A PDF on the website that contains this information can be viewed and printed:  

Please note that you can use Aurora to see if an appointment has been approved.  

**IMPORTANT NOTE ABOUT I-9 FORMS**  
TF appointments that require an I-9 will not be approved in Aurora and therefore they will not be submitted to FAS Payroll until Laura has received the I-9 form with an I-9 cover sheet. Please send I-9 forms for TFs directly to Laura Pascale, GSAS, 350 Smith Campus Center. For TAs, please send I-9 forms with the I-9 cover sheet directly to Central Payroll, 2nd floor, 1033 Mass. Ave., or deliver them to the Central Payroll mail box on the 7th floor of the Smith Campus Center (right next to the elevators).  

I-9 forms and the I-9 cover sheet can be found at http://finance.fas.harvard.edu/pages/forms  

**BRIEF DESCRIPTION OF TEACHING FELLOWS AND TEACHING ASSISTANTS**  
**Teaching Fellows** must be registered as full-time resident students in GSAS, proficient in English, and making satisfactory progress toward their degree. Students registered at **other Harvard graduate schools** may also be TFs; more information is in a separate section, below. **Special students, visiting fellows, and exchange scholars should also be appointed as TFs.**  

**Teaching Assistants** engage in the same kinds of supervised instruction as Teaching Fellows, but they are not enrolled as candidates for an advanced degree at Harvard. They may or may not hold the Ph.D.  

**TEACHING FELLOWS FROM OTHER HARVARD GRADUATE SCHOOLS**  
Students in other Harvard graduate schools may be appointed as TFs. However, before their appointments can be processed by GSAS they must be approved by the program director or financial aid office at their school. Each school has different rules.  

When GSAS receives an appointment for a student at another Harvard graduate school, they will send it to the appropriate person at the TF’s school. After the appointment form has been approved and signed by the TF’s school and returned to GSAS, it will be approved by GSAS and sent to Payroll.  

**PAY DATES AND APPOINTMENT DATES FOR TFs AND TAs**  
**Teaching fellows** are paid on the 15th of each month. TF appointments for the fall term are August 1 through December 31. TF appointments for the spring term are January 1 through May 31. There are no TF appointments during June and July.  

**Teaching assistants** are paid on the last business day of each month. TA appointments can be specifically for the fall or spring term using the same dates as described above for TF appointments. However, fall term TA appointments can start on July 1.
**PAYROLL INFORMATION**

DIRECT DEPOSIT of all salaries is strongly recommended. Direct deposit forms can be found at https://able.harvard.edu in the FORMS section. However, employees can and should set up their direct deposit and tax information directly in PeopleSoft via Employee Self Service; instructions are also in ABLE.

**ALL PAYROLL-related** questions (costing, pay amounts, I-9 status, missing checks) should be directed to your FAS Payroll Services Coordinator. FAS Payroll information and forms can also be found at http://finance.fas.harvard.edu/pages/payroll

**TEACHING FELLOW POLICIES AND ANNUAL LIMITS**

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<th><strong>G1 STUDENTS</strong></th>
<th>Are not ordinarily eligible for TF appointments; exceptions are granted to students in certain natural science departments.</th>
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<tr>
<td><strong>G2 STUDENTS</strong></td>
<td>G2 students in the Humanities and Social Sciences who are receiving a stipend are not usually eligible for TF appointments.</td>
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|**AFTER 2ND YEAR (G3 AND ABOVE)** | If a student has **not passed general exams** they may teach up to a maximum of 2/5 time per term.  
If a student **has passed general exams** they may teach up to a maximum of 6/5 time for the year. (i.e., if a student teaches 4/5 in the fall term, they may not teach more than 2/5 in the spring term.).  
**Note** – students may not teach more than 4/5 time in any one term. |

**TEACHING FELLOW CAREER LIMITS**

|**TF YEARS 1 – 4:** | Students shall normally be given the opportunity to teach at least 16 “term fifths” during their degree programs.  
During their first four years of teaching, students may accumulate as many as 24 “term fifths”. |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------|
|**TF YEARS 5 AND ABOVE:** | Usually no graduate student may hold a teaching fellowship for more than **four** academic years, regardless of whether the appointment is for one or two terms within the same year.  
If a student wishes to teach for more than four years, the following rules apply:  
• Students who have taught fewer than 16 “term fifths” in four years will be permitted to teach a fifth and sixth year up to a total of 16 “term fifths.”  
• Students who have taught for more than four years and who have also exceeded the “16 fifths” career limit, may request an exception. |
### EXCEPTION REQUESTS FOR TEACHING FELLOWS

Students wishing to request an exception to the above policies (both career and annual limits) may do so by completing and submitting an exception request form, which must be signed by the student and their advisor. The form will be sent upon request from Laura.

The form can be attached to the student’s Aurora action or sent to Laura Pascale at pascale@fas.harvard.edu or GSAS, 350 Smith Campus Center.

### OTHER LIMITS FOR TEACHING FELLOWS

Certain financial aid awards from the Graduate School, government, and other sources impose more stringent limits on teaching fellow’s commitments. Students are responsible for observing the terms of such awards and should consult with their financial aid officer for more information.

Students who are receiving dissertation completion fellowships (DCF) are not usually eligible to hold concurrent teaching fellow appointments. Exceptions can be requested for senior tutorials of 1/10 or less.

### PAY RATES FOR TEACHING FELLOWS

**JUNIOR RATE** – is paid to all G1 and G2 students, unless they have passed general exams.

Other exceptions to the above: If a student has completed a graduate degree prior to attending GSAS and their transcript is on file at GSAS, they can be paid the senior rate. The appointing department must request the senior rate of pay if a student is eligible; a note should be made in the comments section of the appointment form.

If a student has passed general exams by October of the fall term or February of the spring term that they will be a teaching fellow, they can be paid the senior rate. This information should be in the Progress Database, and the appointing department should make a note in the comments section of the appointment form.

**SENIOR RATE** - is paid to all students who have completed two years of study in GSAS – in other words, all students who are G3 and higher.

### TEACHING ASSISTANT APPOINTMENTS

Teaching assistants engage in the same kinds of supervised instruction as teaching fellows, but they are not enrolled as candidates for an advanced degree in the university. They may or may not hold the Ph.D.

All teaching assistant appointments must adhere to the policies described in the FAS appointment handbook: [http://academic-appointments.fas.harvard.edu/b-teaching-assistants](http://academic-appointments.fas.harvard.edu/b-teaching-assistants)

Listed below is a summary of the policies that addresses the most frequently asked questions:

- Teaching assistant appointments are ordinarily limited to 4 academic years. Appointments for TAs who have taught for more than 4 years must be approved by Lisa Laskin, Assistant Dean of Undergraduate Education, Harvard College, elaskin@fas.harvard.edu (Phone 384-5972). Please send letters requesting extensions to Lisa Laskin, along with a copy of the candidate’s c.v.; please also attach a copy of each letter and c.v. to the Aurora action.

- For all other TA appointments, attach to the Aurora action a copy of the candidate’s c.v. and a letter certifying the nominee’s teaching competence and related qualifications. The letter should also
| TEACHING ASSISTANT APPOINTMENTS, continued | • include a statement that the pool of qualified GSAS students has been exhausted. **Please note that a letter and c.v. for each TA must be submitted each year.**

• Teaching assistants may teach a maximum of five section fifths (5/5ths or 100% FTE) each term. In unusual circumstances, they may teach one addition section fifth (1/5th) each term, which must be approved by Lisa Laskin, Assistant Dean for Undergraduate Education.

• TA appointments for individuals with Post Doc appointments that are paid with sponsored funds must be approved by Pat Fitzgerald, Associate Dean for Research Administration, pwf@fas.harvard.edu |

| ADDITIONAL INFORMATION | It is not necessary to send an email or call Laura or Matt to let them know that you have set up appointments in Aurora – they check Aurora several times each day and will see appointments. If an appointment cannot be processed, they will contact you. If you are concerned about a particular TF appointment, you may contact Laura at pascale@fas.harvard.edu; for TA appointments, contact Matt at mwallace@fas.harvard.edu |

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