

## BUSINESS RULES FOR TEACHING FELLOW AND TEACHING ASSISTANT APPOINTMENTS

<p><b>QUESTIONS ABOUT APPOINTMENTS FOR TEACHING FELLOWS AND TEACHING ASSISTANTS</b></p>	<p>General information about appointments is included in this document. For additional information, please contact Laura Pascale, phone 5-0727, email <a href="mailto:pascale@fas.harvard.edu">pascale@fas.harvard.edu</a> or refer to the GSAS web site or the FAS Appointment Handbook. Teaching Assistant appointments are approved by Matt Wallace, phone 5-9500, email <a href="mailto:mwallace@fas.harvard.edu">mwallace@fas.harvard.edu</a>.</p> <p>The GSAS website provides information about the administrative policies and procedures for teaching fellow appointments.  <a href="https://gsas.harvard.edu/academics/teaching">https://gsas.harvard.edu/academics/teaching</a>  <a href="https://handbook.gsas.harvard.edu/teaching-fellowships">https://handbook.gsas.harvard.edu/teaching-fellowships</a></p> <p>Please note that you can use Aurora to see if an appointment has been approved and is active in PeopleSoft.</p> <p><b>Questions about Aurora? Call 5-7777 or email <a href="mailto:aurora@fas.harvard.edu">aurora@fas.harvard.edu</a> or ASAP at 496-7136 or <a href="mailto:fasasap@fas.harvard.edu">fasasap@fas.harvard.edu</a> ASAP is the FAS Administrative Systems Assistance Program.</b></p>
<p><b>IMPORTANT NOTE ABOUT I-9 FORMS</b></p>	<p>TF and TA appointments cannot be approved if the student or TA does not have an active I-9 form. Deliver or send I-9 forms for TFs and TAs directly to Central Payroll, 2<sup>nd</sup> floor, 1033 Mass. Ave., or deliver them to the Central Payroll mail box on the 7<sup>th</sup> floor of the Smith Campus Center (next to the elevators). Questions about completing I-9 forms should be directed to you FAS Payroll Coordinator.</p> <p>I-9 forms and the I-9 cover sheet can be found at  <a href="http://finance.fas.harvard.edu/pages/payroll">http://finance.fas.harvard.edu/pages/payroll</a></p>
<p><b>BRIEF DESCRIPTION OF TEACHING FELLOWS AND TEACHING ASSISTANTS</b></p>	<p><b>Teaching Fellows</b> must be registered as full-time resident students in GSAS, proficient in English, and making satisfactory progress toward their degree. Students registered at <b>other Harvard graduate schools</b> may also be TFs; more information is in a separate section, below. <b>Special students, visiting fellows, and exchange scholars should also be appointed as TFs.</b></p> <p><b>Teaching Assistants</b> 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.</p>
<p><b>TEACHING FELLOWS FROM OTHER HARVARD GRADUATE SCHOOLS</b></p>	<p>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.</p> <p>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 by the TF's school, it will be approved by GSAS and sent to Payroll.</p>
<p><b>PAY DATES AND APPOINTMENT DATES FOR TFs AND TAs</b></p>	<p><b>Teaching fellows</b> 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.</p> <p><b>Teaching assistants</b> 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.</p>



<p><b>EXCEPTION REQUESTS FOR TEACHING FELLOWS</b></p>	<p>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.</p> <p>The form can be attached to the student's Aurora action or sent to Laura Pascale at <a href="mailto:pascale@fas.harvard.edu">pascale@fas.harvard.edu</a> or GSAS, 350 Smith Campus Center.</p>
<p><b>OTHER LIMITS FOR TEACHING FELLOWS</b></p>	<p>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.</p> <p>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.</p>
<p><b>PAY RATES FOR TEACHING FELLOWS</b></p>	<p><b>JUNIOR RATE</b> – is paid to all G1 and G2 students, unless they have passed general exams.</p> <p>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 <b>must</b> request the senior rate of pay if a student is eligible; a note should be made in the <b>comments section</b> of the appointment form.</p> <p>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.</p> <p><b>SENIOR RATE</b> - is paid to all students who have completed two years of study in GSAS – in other words, all students who are G3 and higher.</p>
<p><b>TEACHING ASSISTANT APPOINTMENTS</b></p>	
	<p>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.</p> <p>All teaching assistant appointments must adhere to the policies described in the FAS appointment handbook: <a href="http://academic-appointments.fas.harvard.edu/b-teaching-assistants">http://academic-appointments.fas.harvard.edu/b-teaching-assistants</a></p> <p>Listed below is a summary of the policies that addresses the most frequently asked questions:</p> <ul style="list-style-type: none"> <li>• 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, <a href="mailto:elaskin@fas.harvard.edu">elaskin@fas.harvard.edu</a> (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.</li> <li>• 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</li> </ul>

<p>TEACHING ASSISTANT APPOINTMENTS, continued</p>	<ul style="list-style-type: none"> <li>• include a statement that the pool of qualified GSAS students has been exhausted. <b>Please note that a letter and c.v. for each TA must be submitted each year.</b></li> <li>• 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 (1/5<sup>th</sup>) each term, which must be approved by Lisa Laskin, Assistant Dean for Undergraduate Education.</li> <li>• 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, <a href="mailto:pwf@fas.harvard.edu">pwf@fas.harvard.edu</a></li> </ul>
<p><b>ADDITIONAL INFORMATION</b></p>	<p>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 <a href="mailto:pascale@fas.harvard.edu">pascale@fas.harvard.edu</a>; for TA appointments, contact Matt at <a href="mailto:mwallace@fas.harvard.edu">mwallace@fas.harvard.edu</a></p>

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