

## Department of Government Teaching Policies

### 2008-09

- You are eligible to teach once you have passed Generals (typically G3 and above). This includes teaching for the Core Program. You must hold a Prospectus Conference and receive final approval from your committee within 16 months of passing the Generals before accepting future teaching appointments.
- **Maximum:** Normally 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 has passed general exams they may teach up to a maximum of four-fifths time (.80 FTE) during any semester but no more than six-fifths time (1.20 FTE) for the academic year.
- **Minimum:** A teaching minimum of two sections of departmental courses is recommended in order to complete your Ph.D. requirements; one section in an introductory course, one section in an advanced course such as a 1000-level course.
- **Senior Thesis Reading:** Government graduate students who serve as Teaching Fellows will be required to read and grade Senior Theses as part of their teaching responsibilities. Please contact the Undergraduate Office, at 495-3249, for additional information.
- For additional GSAS policies, refer to the *GSAS Teaching Fellows Handbook* ([www.gsas.harvard.edu](http://www.gsas.harvard.edu)).

#### **Appointment Procedures:**

- Course listings for the upcoming year become available in late April/early May. You should begin seeking teaching appointments at that time.
- You must contact the course instructor directly in order to secure a teaching position and notify the Graduate Office once an instructor has offered you a teaching appointment.
- **All appointments are contingent upon preliminary enrollments.** Government courses must have a minimum of 18 FAS/GSAS students to guarantee the first section (*see reverse for section breakpoints*).

#### **Payroll Procedures (see reverse for pay scale):**

- Once you have been offered a teaching appointment, you must download and complete the TF appointment forms, available on the Department's website, [www.gov.harvard.edu](http://www.gov.harvard.edu) and submit them to Thom Wall. You will need identification for the I-9 form (verifying work eligibility). Your appointment will not be processed unless all forms are submitted.
- International students may teach up to 50% time, or .57 FTE. No exceptions permitted.
- Five payments are made during each term on the 15<sup>th</sup> of each month; between September and January for the fall term and between February and May for the spring term. If appointed after September 15<sup>th</sup> in the fall or February 15<sup>th</sup> in the spring, you will receive back pay in a subsequent pay period.

#### **Office Space:**

As a Government Department Teaching Fellow, you will have access to the Teaching Fellow Meeting Rooms located on the concourse level of the CGIS North, 1737 Cambridge Street. TF's may reserve the meeting rooms for office hours. Please see the department receptionist, Joanna Lindh, in CGIS N150 to make arrangements.