

DEPARTMENT OF NUTRITION

RA/TA Appointment and Re-appointment Procedures

This document summarizes the policies and procedures for appointment of Research Assistants and Teaching Assistants in the Department of Nutrition.

Notice of Available Positions

Teaching positions:

Available teaching positions in the Department will be summarized in a written document and posted on the graduate students bulletin board as of the last week of classes in the preceding semester (at the latest). Copies will be distributed to graduate students' mailboxes. The listing will include the class(es), faculty in charge, number of TA needed, a brief description of responsibilities, deadline for application, and a contact person. Application forms are made available at that time. Applicants may apply to more than one position, but must prioritize their interest.

Research positions:

Announcements of available research positions will be posted as the funding for each project and its needs are confirmed. Copies will also be distributed into students' mailboxes. The listing will also specify the deadline for applications, at least one week after the list is made available, project name, faculty in charge, number of RA needed, a brief description of responsibilities, and a contact person. Applicants are encouraged to meet with contact persons to find out more details, and express special interest in a position. Application forms are made available at that time. Applicants may apply to more than one position, but must prioritize their interest.

If no suitable applicants were identified for a specific position from among students in the Department, the position will be posted for applicants from outside other departments.

Announcements for teaching and/or research positions outside the department will be posted as they are received and copies will be made available to all graduate students.

Application for Positions

Applicants must complete application forms and submit them to the Departmental office prior to the application deadline. Students who applied for admission to the graduate programs in the Department are evaluated for eligibility for TA and RA positions by the committee that evaluates applications for admission.

Decisions on Funding

The departmental Graduate Curriculum Committee will meet immediately following the closing date to award funding based on the total funds available for RA and for TA positions and the courses in need of TA assistance. First, applications are screened for eligibility based on posted requirements (student's background and experience with the research project or with certain courses). Only those applications that pass the screening for a specific position will be considered. Among the qualified applicants, RA(s) continuing on a specific Research project, 1st year students promised an RA/TA, and students with experience in teaching the specific course, will be assigned higher priority.

Masters students are eligible for funding for 2 years, and PhD students are eligible for 4 years. Students applying for funding outside of these time frames are considered only after other eligible applicants have been assigned.

Non-native English speaking students serving as Teaching Assistants must take and pass the English Proficiency test.

Notification

Written notification will be given to all TA/RA's following the committee's decisions to be followed by signing of the appointment contracts. Whenever possible, students will be notified no less than two weeks before the start of their assignments or as soon as funding to the department and to specific research projects has been confirmed.

Newly accepted students are notified by a letter from the Graduate Program Director that might accompany the notification of their acceptance into the program.