

Appointment and Reappointment Guidelines for Graduate Employees

Appointment and reappointment procedures for all graduate student employees within the Department of Sociology will be guided by Article 22 of the Graduate Employee Organization contract (this refers to the contract in force between July 1, 1993 and June 30, 1996). Revisions of these guidelines will be made as needed to remain in conformity with contractual agreements.

1. Teaching Assistants and Teaching Associates (TAs and TOs).

(A) **Eligibility.** In order to receive funding as TAs or TOs, Graduate students must be in “good standing”, as determined by the Standards and Evaluations sub-committee of the Graduate Studies Committee. Students entering with an MA degree are eligible for three years of TA/TO funding, while those entering with a BA degree are eligible for four years of funding. Depending on Department resources and needs, students who have already exhausted their three or four years of funding may still be assigned TA or TO positions, so long as all students in good standing who have not used their three or four years of eligibility have already been funded. TA and TO positions are available only to Sociology graduate students.

(i) The Sociology Department will endeavor to fund all graduate students who are in good standing and whose eligibility has not been exhausted. In semesters when the available funding is insufficient to support all students in good standing, the Standards and Evaluation subcommittee will create a “waiting list” and notify students on this list of their position and their likelihood of eventual funding. The criteria used to establish relative position will be academic performance.

(B) **Announcing Availability of TA and TO positions.** In advance of TA/TO assignments, students will be provided with a list of possible assignments and asked for their preferences. This announcement of openings and request for preferences will be distributed as early as possible, given scheduling and budget constraints.

(C) **Assignment of TAs.** Assignments of TAs will be made by the Graduate Program Director in accordance with priorities established by the Graduate Studies Policy Committee and published in the Program Guide (Section IV, 1-5). These priorities may be reconsidered at the request of either the Graduate Studies Policy Committee or the Sociology Graduate Student Association. Following are the priorities which will guide TA assignments:

- a) Optimum TA preparation and interests for undergraduate instruction
- b) Appropriate development from graders to section leaders to TOs
- c) Equity and rotation of access and opportunities for both TAs and faculty
- d) TA rank-ordered preferences

- e) Faculty rank-ordered preferences
- f) Years of eligibility for funding remaining

(D) **Assignment of TOs.** The availability of TO positions will be announced to all graduate students as soon as these become known. Selection of TOs will be made jointly by the Graduate Program Director and Department Chair on the basis of applicants' interests, training, and prior teaching experience.

2. **Project Assistants and Research Assistants.**

(A) **Eligibility.** Investigators shall be encouraged to give preference to Sociology graduate students in filling both PA and RA positions. There is no limit on the number of years or semesters graduate students may receive funding as PAs or RAs. PA and RA funding from external sources will not count against the three or four years of eligibility for TA/TO funding.

(B) **Announcement of Positions.** As soon as RA or PA positions are to be filled all graduate students will be notified by any two of the following means: e-mail, the Departmental Newsletter, individual notices distributed to student mailboxes, or notices posted in the mail room near student mailboxes. Announcements will include general descriptions of the research being undertaken, the source of funding, and the nature of the PA/TA positions which are available. Interested graduate students may request additional information from principal investigators.

(C) **Selection of PAs and RAs.** Principal investigators will interview interested graduate students and select among applicants on the basis of interests, research ability, and prior experience.

(D) **Notice.** The Department and principal investigators will endeavor to provide maximum possible notice of funding decisions and of changes in funding.

3. **Fellows, Trainees, ARDs, and Interns.**

Appointment and reappointment procedures for Fellows, Trainees, ARDs, and Interns will be developed and made available as needed.