

Art History Program
Appointment and Reappointment Procedures for Teaching Assistants

General Statement of Eligibility

All graduate students enrolled in the MA Program, as well as students accepted for graduate study in this program, are eligible for TA positions in the Art History Program.

Procedures

The Art History faculty reviews all applications for assistantships. In October and March the Graduate Program Director (GPD) distributes an application form (with a return deadline of November 1 or April 1, respectively) to all graduate students. This form is also posted on the bulletin board in the Main Office, Bartlett 317B. The form lists the courses with openings for TAs and asks students to indicate their preferences. This information is tabulated by the GPD and distributed to the Art History faculty. At a meeting of the whole, the Art History faculty matches the graduate student preferences with those of the instructors and makes the final appointments. All applicants will be notified in writing about decisions on TA assignments before the pre-registration period in November and April.

Specific Criteria

The Art History Department has as its highest priority hiring qualified MA students between their second and fourth semesters of study. Appointment decisions are made on the basis of each student's progress in the program as well as his/her qualifications to teach the specific course in question.

In evaluating applicants enrolled in the program, the Art History faculty considers:

- the applicant's academic standing, lack of incompletes, completion of language requirement, time in program, and progress toward the degree
- the applicant's qualifications for assisting in the specific course
- previous TA experience

In the case of students accepted but not yet enrolled, the Art History faculty considers:

- materials present in the application file, including academic transcripts, GRE scores and letters of recommendation
- the applicant's qualifications for assisting in the specific course

Terms of Appointment

MA students holding assistantships are required to:

- fulfill their assistantship duties satisfactorily
- maintain good academic standing
- make satisfactory progress toward the completion of degree requirements

These terms are contingent on funding and apply only to regular assistantships, not to one-time assistantships funded by grant money or other irregular funding sources.

Kristine Haney, Graduate Program Director, September, 2003