

## **POLICIES AND PRACTICES FOR APPOINTMENTS AND REAPPOINTMENTS OF TEACHING ASSISTANTS AND ASSOCIATES IN SPANISH & PORTUGUESE**

1. Applicants to our graduate programs who check off the appropriate box in the Graduate School application form are automatically considered for Teaching Assistantships or Associateships at the time their applications are reviewed. The review is carried out by the Graduate Studies Committee (GSC) and the Graduate Program Director (GPD) of Spanish and Portuguese.
2. Students admitted into our graduate programs are ranked by the GSC for the purposes of awarding TA's and/or TO's. The criteria used for ranking students for funding is the same as those used to determine admission to the graduate programs: academic record, personal statement, GRE scores and letters of recommendation. Native or near-native fluency in either Spanish or Portuguese is a determining factor in the awarding of TA's and/or TO's.
3. Students are normally offered a full Teaching Assistantship and/or Associateship for which they have to teach three course sections per academic year, two in the fall and one in the spring or vice-versa. Occasionally, graduate students are offered only a 2/3 TA or TO for which they teach one course per semester.
4. Students awarded a full or partial TAship or TOship upon admission have the TAship or TOship renewed subject to the following conditions: satisfactory academic progress and satisfactory teaching evaluations. At the Master's level, students are normally renewed for two additional academic years, one year at the time, up to a maximum of two years beyond the initial appointment year; at the doctoral level, students are normally renewed for three additional years, one year at the time, beyond the initial appointment year, if they have received their Master's at an institution other than the University of Massachusetts Amherst; at the Master's/doctoral levels combined, students are normally renewed for four years, one year at the time, beyond the initial appointment year. A "year" consists of two semesters, beginning with the semester of first entry into the Program.
5. In cases where a partial 2/3 TAship or TOship is awarded upon entry, Spanish and Portuguese will make every effort to award a full TAship or TOship in subsequent years.
6. University fellowships or assistantships in our Programs abroad (Granada and Oviedo) will count as part of the renewal process for graduate students (e.g. a student who spends a year in Oviedo as an Assistant will have one less year of renewal of TAship or TOship).
7. In cases where a student defers admission to the Program to the following year, the application for a TAship or TOship is again ranked and reconsidered along with those of other applicants for the year in which the student enters the Program officially.

8. Spanish and Portuguese teaches courses through Continuing and Professional Education in both the fall and spring semesters, as well as the winter and summer sessions. Applications for all these courses are due two months prior to the beginning of classes and decisions are announced shortly afterwards. The Director of Spanish and Portuguese reviews applications and makes decision regarding teaching assignments. Seniority, number of courses taught during the academic year by student, academic progress, teaching evaluations, and involvement in the unit's sponsored activities are the principal criteria used for the selection of students to teach these courses through Continuing and Professional Education. Students whose TAship and/or TOship has expired will not be considered for teaching courses through Continuing and Professional Education.
9. All Teaching Assistants and Associates will be notified by April 1 of their final year of funding that their TAship or TOship will expire at the end of the academic year in question. In addition, all other Teaching Assistants and Associates will be informed of the status of their current TAship or TOship.