



UNIVERSITY of
MASSACHUSETTS
Thompson Hall
Box 37520
Amherst, MA 01003-7520

Department of Political Science
Main Office 413.545.2438
fax: 413.545.3349
Graduate Office 413.545.0410
Undergraduate 413.545.2695

Procedure for Appointment /Reappointment of Teaching Assistants

1. The Department allocates approximately one-third of its Teaching Assistantships to entering students each year. These appointments are made by the Graduate *Admissions* Committee after consultation with the Chair of the Department. Students entering with an M.A. in Political Science are eligible for a second year of TA support, those entering with a B.A. for a second and third year of support. Renewal is contingent upon the student having made Satisfactory Progress in the Ph.D. program, and is automatic in those cases.
2. Each spring, the Graduate Program Director invites applications from all Ph.D. students in Political Science who desire financial aid to make application for a Teaching Assistantship. Students with a TA must reapply; those without a TA may apply.
3. The Graduate *Studies* Committee reviews the progress of all students who have applied for a Teaching Assistantship. Those with a TA who are entitled to additional years of funding are automatically renewed if their progress has been satisfactory. If their progress has not been satisfactory, the Committee may withdraw the award, or it may give the student a specific period of time (usually the summer) to be in compliance.
4. All other applicants are ranked by the Graduate Studies Committee with regard to their performance in the doctoral program, and this ranking is given to the Chair of the Department. Based on this ranking and the teaching needs of the Department, the Chair will award the remaining money for Teaching Assistants.
5. Students who receive appointments as Teaching Assistants are notified in writing by the Chair of the Department.
6. Each semester, Teaching Assistants are advised of the courses the following semester that require TAs, and their preferences are invited. Faculty are likewise invited to indicate a preference in TAs. The Chair of the Department makes the assignments based upon these statements of preference and on the teaching needs of the Department.