

To: DDes and PhD students eligible for Teaching Fellowships in the next year

RE: Teaching Fellow Assignment Policy

April 29, 2016

Dear Students,

As planning for the next academic year is underway, please review the following information if you are eligible for a funded Teaching Fellowship in the coming academic year. After reviewing these policies and procedures, please complete and submit the [Teaching Fellow preference form](#) to ASP Administrator [Jen Swartout](#). All offers will be made by the ASP office.

## **Policies**

The Teaching Fellowships represent an important part of the curriculum of your program and are a significant part of your financial aid package. DDes students in their 2<sup>nd</sup> year are typically assigned 1 Teaching Fellow Equivalent (TFE) per semester (total of 2). PhD students in their 3<sup>rd</sup> and 4<sup>th</sup> year are typically assigned 2 TFEs per semester (total of 4 per year).

A limited number of introductory required courses will be assigned TFEs. The TFE is not exclusively tied to the number of students in the course or discussion sections, but rather to the structure of the course. One TFE represents a weekly workload of 8 – 10 hours, not one “section” (which is a term used in assigning TFs at other schools, but not at the GSD). The TF and faculty member will determine how to use those hours to meet the needs of the course, as outlined below. Students with 2 TFEs available may be assigned 1 TFE in each of 2 courses.

GSD TF rates match the rates set by the Office for Undergraduate Education each winter. For Academic Year 2016-2017, the rate is \$5,300 per TFE. International students wishing to work beyond the standard TFEs awarded should first check with their representative at the Harvard International Office (Ivana Hrga-Griggs for DDes, Darryl Zeigler for PhDs).

## What may funded teaching fellows do?

Possibilities include:

- Assist with course material preparation
- Run review sessions
- Direct discussion sessions
- Provide tutorials
- Offer design critiques
- Grade papers
- Recommend course grades
- Present one lecture

## Teaching fellows may not:

- Assume responsibility for the structure and content of a course
- Offer more than one lecture in the absence of the faculty instructor of record
- Assign final grades
- Make arrangements for TF positions outside of this process

As a student of the Graduate School of Design, your first obligation is to the GSD. Students who are scheduled to TF in a given year may request permission to add to or replace their GSD assignment with outside teaching fellowships, but it should not be assumed that we will be able to accommodate these requests. Such requests require the support of the program director to be considered by the committee. With prior approval of the program director, TFEs may be carried forward to future semesters but is not guaranteed. As soon as possible, inform the ASP Administrator of any leaves that may affect your teaching fellowship.

From time to time opportunities arise at the GSD for different sorts of roles to fulfill TFEs, (i.e. development of a new course, or teaching/co-teaching a course). Normally these opportunities are offered in lieu of, not in addition to, the regular TF assignment.

## **Procedure**

Each spring, faculty and instructors are invited to submit a request for assignment of TFEs to courses in the upcoming academic year. Simultaneously, students eligible for funded TFEs in the following year should complete the [Teaching Fellow preference form](#). While assignments are not guaranteed, this information may help the committee make assignments that are productive for all parties. Effort is given to accommodate requests, while balancing the needs of the faculty, students, and school. However, the general policy is that students may be asked to TF a course that is outside their particular subject area expertise.

Funded TFs are assigned to courses by a committee consisting of the Associate Dean for Academic Affairs, Assistant Dean for Academic Services, and Director of Academic Program Administration, in consultation with the doctoral program directors and coordinated by the ASP Program Administrator. Faculty and students should not consider arrangements for a funded teaching fellow confirmed until notified in writing by the ASP Administrator (Jen Swartout). Occasionally, faculty with research or other separate funding may arrange these opportunities, which still must be approved centrally. If you are not funded and are asked to TF a course, please reach out to ASP Administrator [Jen Swartout](#), who will follow up with the faculty member.

Assignments are prioritized as follows:

### Priority Criteria for Assignment of Funded Teaching Fellows

- Course is a program requirement
- Course has only one instructor
- Large lecture with over 50 expected to enroll
- Sections taught in addition to lectures
- Doctoral student's specific expertise is needed to teach a portion of the class
- Exceptions may be made if funded TFs are available, for courses such as:
  - o Electives with enrollment over 50
  - o New courses that require development assistance.
- When available, remaining funded teaching fellows are assigned first to large required lecture courses with enrollments over 50 and then to electives with enrollments over 50.

***To indicate your preferences for your Teaching Fellowship in the coming academic year, complete the [Teaching Fellow Preference Form](#).***

Contact Jen Swartout, ASP Programs Administrator for assistance  
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