DATE: April 15, 2013
TO: Chairs of Departments and Programs in the Faculty of Arts and Sciences and Others
Using the Teaching Fellow System (TFS)
FROM: Dean Thomas Pollard, Dean Mary Miller, & Associate Dean Judith Dozier Hackman
COPIES: Faculty and Staff with Entry Access to Teaching Fellow System

We write to invite your department’s requests for Teaching Fellow and Part-Time Acting Instructor allocations for 2013-2014 using the Teaching Fellow System [TFS url: https://faculty.yale.edu/tfs/] and following the teaching fellow guidelines below. This is the first step in the annual process of assigning teaching assistance for courses as part of the Teaching Fellow Program, which provides financial aid and apprentice teaching experience for Yale graduate students. **TF allocation requests are due through TFS by May 15, 2013.**

### Teaching Fellow Requests for 2013-2014

First, it is very important that (before requesting allocations) you submit your 2013-2014 Yale College courses to CIMS as this is the source of undergraduate course information for requests. Information about graduate and professional courses comes from those taught in past years.

Second, teaching appointments are processed directly through the TFS system with “feeds” to GSPS for payment of graduate student stipends and to the Payroll for professional students. Departments no longer need to process paper appointment forms nor separately enter teaching appointments online through GSPS. This means that allocations and assignments should be made as soon as possible in order to process teaching stipends. **For graduate students in priority teaching years, it is critical to process appointments by August 1st, and for others by August 14.**

Note that we will post available TF allocation slots not filled by August 21 on the Teaching Fellow Program Information Board.

Third, as you prepare to make your requests for next year, we ask that you keep in mind policies
governing teaching assistants (both Graduate School TFs and PTAIs and Professional School TAs and PTAIs) including the following guidelines:

1. Students in “teaching years” should be appointed first. Once the current year of graduate students is “rolled over” (in early June), TFS indicates which students are expected to teach according to departmental policies. Departments with a number of graduate students in teaching years are encouraged to contact related disciplines to place any extra teaching year students.

2. No teaching assistants from outside the Graduate School will be appointed until every effort has been made to find teaching opportunities for registered graduate students. Before appointing professional school students, all other registered graduate students must be given second priority after the first priority teaching year students. Thus, no professional school student assignments will be approved until the end of the fifth day of classes (Fall-September 5, Spring-January 19).

3. Appointment of Assistants in Instruction (nonstudents) requires approval from the Provost’s Office.

4. Students who have an undergraduate degree from a non-English speaking college must demonstrate English proficiency before being appointed to any teaching assistant position except “Grader Only” or “Language Tutor”

5. The web-based Section Management Tool allows departments to make day/time changes online once section information has been submitted. It also notifies the classroom coordinator to revise section meeting places. With these enhancements, we expect that all students in courses with lecture or lab sections will register in a section before sealing course registrations. Note that ideally discussion sections in the Humanities and Social Sciences will not meet until the third week (Fall-beginning September 9, Spring-beginning January 27) to enable any needed adjustments in the number of sections.

6. **Whether in a teaching year or not, students may not lead discussion sections with fewer than 6 students** although a faculty member may lead one or more small sections. For students in teaching years with sections below 6 students, fellowship stipends are guaranteed and every effort will be made to find another teaching opportunity.

7. Minimum enrollments for graders and discussion section leaders will remain at 30 for courses other than labs, quantitative courses, and language instruction.

8. Minimum enrollment for graders in quantitative courses is 9.

9. We reiterate that faculty members are expected to lead one discussion section in their own lecture courses of 30 or more except in one or more of the following circumstances: when the course has four or more Teaching Fellows whose sections the instructor should visit and evaluate; when the instructor is teaching a new lecture course; or when discussion sections are in addition to a full, 150-minute weekly lecture schedule (i.e., three 50-minute classes or two 75-minute classes).

10. **For multi-section introductory courses in English, Mathematics, Music, and the Languages, departments should request the following through TFS: Part-Time Acting Instructors, Lecturers/Lectors, and in some cases Ladder Faculty.** Although departments should first ascertain approvals for Lecturers and Lectors from the Provost’s Office, this new process will allow departments and administrators to see the full picture of classes and enrollments for these multi-section courses. The same is true for Daily Themes Tutors.
11. All courses with teaching assistants require an approved allocation in TFS, including PTAI - Associates in Teaching, before an appointment can be made.

Additional guidelines relevant to allocation requests are accessible through the following links:

Graduate School Policies and Procedures, information about WR and LxC Sections, and the Deans’ Memo - Expectations for Faculty and Teaching Fellows. To open an attachment, click on a link. If you have problems opening an attachment, try copying the link below and pasting it into your web browser. If you have assignment concerns for next year, we ask that you consult with Judith Hackman (2-2757) or with Associate Deans Pamela Schirmeister (2-7598) or Richard Sleight (2-2744).

cc: DGSs, DUSs, Registrars/Assistants, Emily Bakemeier, Jennifer Brinley, Robert Burger, Allegra di Bonaventura, Howard el-Yasin, Steven Girvin, Joseph W. Gordon, Robert Harper-Mangels, Carl Hashimoto, Robin Ladouceur, Jane Lee, Brian Lizotte, Timothy O’Connor, Gabriel Olszewski, Benjami Polak, Frances Rosenbluth, Pamela Schirmeister, Emily Shadley, Richard Sleight, Lloyd Suttle, Daria Vander Veer, Nancy Woodington, David Zupko

Referenced Links:


WR and LxC Sections: https://light.its.yale.edu/messages/attachments/w1_31491_WR_and_LxC_Sections_0910.doc

Dean's Memo (January 2013):

Deans’ Memo - Expectations for Faculty and Teaching Fellows