

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

RE: Teaching Fellow Assignment Policy

April 2018

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 Survey** to ASP Administrator [Margaret Moore de Chicojay](#). All TF assignments will be made by the ASP office.

Policies

Your Teaching Fellowship represents an important part of the curriculum of your program and is a significant part of your financial aid package. DDes students in their 2nd year are typically assigned 1 Teaching Fellow Equivalent (TFE) per semester (total of 2). PhD students in their 3rd and 4th year are typically assigned 2 TFEs per semester (total of 4 per year).

A limited number of introductory, required courses will be allocated TFEs. One TFE represents a weekly workload of roughly 10 hours, not one "section" (which is a term used in assigning TFs at other schools, but not at the GSD). The faculty member and TF 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 2018-2019, the rate is \$5,430 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?

- 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 doctoral student Teaching Fellow of the Graduate School of Design, your first obligation is to the GSD and your GSD TF assignment. 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 accommodate these requests. Such exception requests require the support of the program director to be considered by the committee.

With prior approval of the program director, unused TFEs may be carried forward to future semesters but this is not guaranteed. Inform the ASP Administrator of any leave or schedule change that may affect your teaching fellowship assignment for the coming year by May 2.

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 TFs to courses in the upcoming academic year. Simultaneously, students eligible for funded TFEs in the following year should complete the **Teaching Fellow Preference Survey**. While assignment to a preferred course is not guaranteed, this information helps the committee make assignments that are as beneficial as possible for all parties. Effort is given to accommodate requests, while balancing the needs of faculty, students, and the school. 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 (Margaret Moore de Chicojay). Occasionally, faculty with research or other funding may wish to hire a TF, but these assignments must still be approved centrally. If you are not currently funded and are asked to TF a course, please reach out to ASP Administrator [Margaret Moore de Chicojay](#), who will follow up with the faculty member. TF assignments for fall and spring will be communicated to students and faculty over the summer. These assignments are subject to change.

Assignments are prioritized as follows:

Priority Criteria for Assignment of Funded Teaching Fellows

- Course is a program requirement
- Course is a large lecture with over 50 expected to enroll
- Discussion Sections are required in addition to lectures
- Course has only one instructor
- Doctoral student's specific expertise is needed to teach a portion of the class
- If funded TFs are available, exceptions may be made for courses such as:
 - o Electives with enrollment over 50
 - o New courses that require development assistance.

To indicate your preferences for your Teaching Fellowship in the coming academic year, complete the Teaching Fellow Preference Survey.

Contact Margaret Moore de Chicojay, ASP Administrator for assistance
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