

_____ Spring _____ year
_____ Summer A _____ year
_____ Summer B _____ year
_____ Fall _____ year

Guaranteed _____
ABD _____
Post-MA _____
Pre-MA _____

## Anthropology Department Application for Assistantship Positions

Applying for (*check all that apply*):

\_\_\_\_\_ Teaching Assistant/Grader \_\_\_\_\_ Teaching Associate \_\_\_\_\_ Research Assistant \_\_\_\_\_ Distance Learning TA

Your name \_\_\_\_\_ UFID \_\_\_\_\_

Were you guaranteed assistantship support (*verify with Juanita Bagnall*)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, on what basis or program? \_\_\_\_\_

What is your top course priority for assignment? \_\_\_\_\_

What course(s) can you absolutely not teach? \_\_\_\_\_

Do you want to be considered for The Good Life (not available to first-time TAs)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Subfield (check 1 or 2): \_\_\_\_\_ Archaeology \_\_\_\_\_ Biological \_\_\_\_\_ Cultural \_\_\_\_\_ Linguistic

Interdisciplinary field, if applicable: \_\_\_\_\_

Which (if any) special laboratory or technical skills do you have that could be required in certain courses (*for example, biological anthropology*)? \_\_\_\_\_

Your supervisory committee chair \_\_\_\_\_

Your highest degree when you first entered the UF program: \_\_\_\_\_ B.A. or B.S. \_\_\_\_\_ M.A or M.S

Give the semester and year when graduate study milestones were reached. If you have not yet reached the milestone but have a **firm date already scheduled**, give the semester and year followed by “anticipated.”

1. Entered UF grad. Program in Anthro \_\_\_\_\_  
(*If you entered the Ph.D. program directly with an M.A or its equivalent, skip to milestone 4.*)
2. Took M.A. level comprehensive exams \_\_\_\_\_
3. Received M.A \_\_\_\_\_
4. Began Ph.D. coursework \_\_\_\_\_
5. Passed Ph.D. qualifying exams (need exact date) \_\_\_\_\_
6. Began fieldwork for doctoral dissertation \_\_\_\_\_
7. Ended fieldwork for doctoral dissertation \_\_\_\_\_
8. Began writing dissertation \_\_\_\_\_
9. Scheduled semester and year for defense \_\_\_\_\_

What is your current UF graduate GPA? \_\_\_\_\_

How many Incompletes/No Grades (*checked in ONE.UF*) do you have **at this moment**? \_\_\_\_\_

Is your supervisory committee complete (*checked in GIMS*) **at this moment**? \_\_\_\_\_

The following are required for your TA/RA application to be considered complete. **Assistantship applications must be typed (not hand-written) and submitted electronically only.** Email your application to Juanita Bagnall at [jjba@ufl.edu](mailto:jjba@ufl.edu). Please include:

1. **A brief letter of interest** (one page maximum) providing additional information you feel is appropriate. This might include your wish to assist or teach a particular course, your wish not to assist for a particular course, your teaching experience, or any particular skills that you can bring to the classroom.
2. **A transcript.** This does not have to be an official transcript, but it should be current. A transcript downloaded from ONE.UF will suffice.
3. **Your most recent annual letter of evaluation** from your supervisory committee chair. If you do not have a letter of evaluation, please contact your committee chair. You may also solicit evaluations from your existing or previous assistantship supervisor(s). First-year students may substitute a letter of recommendation from a faculty member or an outside referee.
4. **For TO applications, for a and/or b:**
  - a.) **Existing department curriculum**—Please note that the department is standardizing syllabi for required and core courses. This means that if you are selected to teach a course from the existing curriculum, you will be working with the course supervisor (see call for apps), utilizing standardized content, to prepare the syllabus used in this semester.

**Applications to teach existing department courses require a statement of what you would bring to the course if granted “free periods” during the semester to design as you choose.**

In addition, if you are applying to be a TO for an online course, these courses already exist. You are serving as the Instructor of Record which means making only minor changes to course content (due dates, etc.). Unless you are specifically advised of “free modules” where you can design content, the content should not be changed. Because online course content has already been prepared for you, you are expected to work with the DLTA(s) to complete course grading and manage correspondence with students.

- b.) **New course proposals**—Require a syllabus demonstrating course objectives, anticipated student learning outcomes, potential topics of discussions, anticipated readings/films, etc. The submission of a faculty member’s syllabus is not acceptable. Email your syllabus to Juanita Bagnall ([jjba@ufl.edu](mailto:jjba@ufl.edu)) as a separate attachment.

For international TA applicants only:

1. **Test of Spoken English (TSE) score** (from GIMS). UF requires that all international TA's must pass the Test of Spoken English (TSE) prior to employment. International students who do not pass this test will be ineligible to be a teaching assistant. Please submit your score as part of the application package.
2. **A copy of your visa from your passport** confirming that it is being renewed/renewable.

Complete applications should be emailed to Juanita Bagnall ([jjba@ufl.edu](mailto:jjba@ufl.edu)) by the deadline announced by the Chair. Please do not turn in the application until it is complete. Staff members will assist where possible, but are not responsible for insuring the completeness of applications.

If you accept an offer for a position, you must check in with Juanita Bagnall on the first day of your appointment or your offer will be invalidated. Please do not apply for a position if you will not be able to meet the check in date. Check-in dates are normally **August 16, January 2, May 16, and July 1**. The call for applications will indicate if another date has been chosen.

The most important criterion for selection for an assistantship is satisfactory progress and maintenance of good standing in the graduate program. ABD students in good standing have highest priority, first-year students in the Master's program ordinarily have lowest priority. Whenever possible, students holding assistantships who have fulfilled those responsibilities satisfactorily and who continue to make progress toward the degree will receive priority for funding. The number of semesters of departmental funding that a student can hold is eight; requests for funding beyond eight semesters will result in a lower ranking of priority by the reviewing committee. Note below what funding is included/excluded towards the count of eight semesters (effective Spring 2014):

***Included***

All Anthropology Distance Learning Positions  
 Anthropology Graders  
 Anthropology Research Assistantships  
 Anthropology Teaching Assistantships  
 Anthropology Teaching Associateships  
 CAPHIL Research Assistantships  
 Departmental match to McKnight  
 Departmental match to Research Assistantships funded by Faculty Grants  
 Departmental match to TCD Award  
 Departmental match to Wenner Gren Award  
 Graduate Student Fellowships (GSF's)  
 Graduate School Funding Awards (GSFA's)  
 Graduate School Preeminence Awards (GSPA's)  
 Anthropology Assistantships during the summer

***Excluded***

Assistantships outside of Anthropology including FLMNH, BEBR, & Jewish Studies  
 Chair's Research Assistant  
 CLAS Dissertation Fellowship  
 Delores Auzenne Fellowship  
 Elizabeth Eddy Dissertation Fellowship  
 Fellowships Outside of Anthropology  
 Ford Fellowship  
 Foreign Language Area Studies Fellowships (FLAS)  
 Fulbright or Fulbright-Hays  
 Garmany Research Assistantship  
 Graduate School Dissertation Fellowship  
 NSF Graduate Fellowship  
 Research Assistantships funded by Faculty Grants  
 Ruegamer Award  
 SPICE Fellow  
 TCD Award  
 Teaching Associateships outside of Anthropology including Honors  
 The Good Life Positions  
 Wenner Gren Fellowship  
 Zora Neale Hurston Fellowship

Satisfactory progress is measured in terms of completion of degree requirements in a timely matter, particularly filing committee membership forms, completing the Comprehensive Examination, receiving the MA, completion of the Qualifying Examination, and making progress on the dissertation. Maintenance of good standing includes meeting departmental and graduate school GPA requirements and clearing problem grades.

The department tries to allocate funding equitably. Applications are ranked by the Graduate Financial Aid Committee, who may consult the Graduate Coordinator during their deliberations. The ranked list is forwarded to the Department Chair who makes the final determination and assignment of assistantships based on the ranked list, along with the specific teaching needs of the department in the coming semester. The Department reserves the right to offer Teaching Assistantship/Associate positions to students who have special skills commensurate with teaching needs or to whom the department has contractual obligations to support.

Please note the following:

- Restricting your course availability may result in the failure to receive an assignment.

- Receiving an appointment at a particular FTE, course or title (grader, TA, lab intensive TA, etc.) does not guarantee future appointments at that same level.
- Do not delay returning your decision to the department while awaiting other funding information; accept the assignment. If you receive notice of other funding, you can withdraw your acceptance and the position will be reassigned. Please notify Karen Jones of your intent to withdraw as soon as possible.
- Turning down an assistantship or withdrawing due to alternate funding is not held against you for future application pools.