Anthropology Department Application for Assistantship Positions

Applying for (check all that apply):

Teaching Assistantship/Grader Teaching Associateship Research Assistantship

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? ________________________________

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 ISIS) 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. 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 printed from ISIS will suffice but your name MUST be written on the transcript.

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. **Syllabus for the course(s) you wish to teach** if you are applying to teach a course. This should be an actual syllabus you created; a mock syllabus or the submission of a faculty member’s syllabus is not sufficient. Please note that the required courses ANT 2140 (contact Dr. Gillespie) and ANT 3514C (contact Dr. Krigbaum) both have established syllabi that have been approved by their respective subfields. Email your syllabi to Juanita Bagnall (jjba@ufl.edu) in addition to providing hardcopies.

For international TA applicants only:

1. **Test of Spoken English (TSE) score** (print 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 submitted to Juanita Bagnall in 1115 Turlington 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):

<table>
<thead>
<tr>
<th>Included</th>
<th>Excluded</th>
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<tbody>
<tr>
<td>All Anthropology Distance Learning Positions</td>
<td>Assistantships outside of Anthropology including</td>
</tr>
<tr>
<td>Anthropology Graders</td>
<td>FLMNH, BEBR, &amp; Jewish Studies</td>
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<tr>
<td>Anthropology Research Assistantships</td>
<td>Chair’s Research Assistant</td>
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<tr>
<td>Anthropology Teaching Assistantships</td>
<td>CLAS Dissertation Fellowship</td>
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<td>Anthropology Teaching Associateships</td>
<td>Delores Auzenne Fellowship</td>
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<td>Elizabeth Eddy Dissertation Fellowship</td>
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Included
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)

Excluded
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
Reugamer Award
SPICE Fellow
TCD Award
Teaching Associateships Outside of Anthropology including Honors
The Good Life Positions
Wenner Gren Fellowship
Zora Neale Hurston Fellow

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.