

____ 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 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? _____

Do you want to only be considered for online courses? _____

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. 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 ONE.UF 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 subfields. In addition, if you are applying to be a TO for an online course, these courses have been developed so you are serving as the Instructor of Record for an existing online offering. 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):

Included

All Anthropology Distance Learning Positions
Anthropology Graders
Anthropology Research Assistantships

Excluded

Assistantships outside of Anthropology including
FLMNH, BEBR, & Jewish Studies
Chair's Research Assistant
CLAS Dissertation Fellowship

Included

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)

Excluded

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 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.