

Anthropology Department Application for Assistantship (Fall/Spring)

Your name _____ UFID _____

Applying for Fall (*check all that apply*):

____ TA/Grader ____ Teaching Associate (TO) ____ Research Assistant (RA) ____ Distance Learning TA (DLTA)

Applying for Spring (*check all that apply*):

____ TA/Grader ____ Teaching Associate (TO) ____ Research Assistant (RA) ____ Distance Learning TA (DLTA)

1. What is your top course priority for Fall assignment? _____
2. What is your top course priority for Spring assignment? _____
3. What course(s) can you absolutely not teach? _____
4. Do you want to be considered for The Good Life (not available to first-time TAs)? ____ Yes ____ No

Were you guaranteed assistantship support (*verify with Juanita Bagnall*)? _____ Yes ____ No

If yes, on what basis or program? _____

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

Interdisciplinary field, if applicable: _____

Your supervisory committee chair _____

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

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. Semester entered UF graduate program in Anthro: _____
2. Current Year in the Program: ____ 1 ____ 2 ____ 3 ____ 4 ____ 5 ____ 6 or more
3. Your highest degree when you first entered the Anthropology graduate program: ____ B.A. or B.S. ____ M.A or M.S (*If you entered the Ph.D. program directly with an M.A or its equivalent, skip to milestone 5.*)
4. Semester received M.A.: _____
5. Passed Ph.D. qualifying exams (need exact date): _____
6. Scheduled semester and year for defense: _____

What is your current UF graduate GPA? _____

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

Is your supervisory committee complete (*verify in GIMS*) **at this moment**? _____

Funding received to date (select all that apply):

<input type="checkbox"/> FLAS (excluding Summer)	<input type="checkbox"/> Ford Foundation Fellowship
<input type="checkbox"/> Grinter	<input type="checkbox"/> Fulbright: _____
<input type="checkbox"/> GSF/GSFA/GSPA	<input type="checkbox"/> Leakey Baldwin Fellowship
<input type="checkbox"/> Guaranteed 4 Year Dept Assistantship	<input type="checkbox"/> NSF GRF
<input type="checkbox"/> McKnight	<input type="checkbox"/> Wenner Gren Wadsworth Fellowship
<input type="checkbox"/> Ruegamer	<input type="checkbox"/> Other: _____

The following are required for your assistantship application to be considered complete. **Assistantship applications must be typed (not hand-written) and submitted electronically only.** The form is not fillable, but you can use the notes/comments function in either the free Adobe Reader or the free Foxit Reader, and use the free software pdf-sam to assemble the pages. These programs are available for on-campus computers, and are also free for private citizens. Email your application as a single pdf document to Juanita Bagnall at jjba@ufl.edu. Please include (**in this order**):

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 with a particular course, your teaching experience, or any particular skills that you can bring to the classroom.
2. **A current transcript.** 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. **Your most recent annual report.** In your letter of interest (item 1 above) you may also list any additional accomplishments since the date of your last report
5. **For TO applications:**
 - 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 your supervisor, 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. Do not submit a full syllabus with your application.
 - b.) New course proposals—Submit 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) as a separate attachment. Funding decisions for new course proposals are based on budget availability and department need.

For international TA applicants only:

1. **Test of Spoken English (TSE) or SPEAK 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 I-20 or DS-2019** confirming that it is current.

Email complete application packages to Juanita Bagnall (jjba@ufl.edu) by the deadline announced by the Chair. Please do not submit the application package 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 complete hiring paperwork with Juanita Bagnall by 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 complete hiring paperwork in time. Appointment dates are normally **August 16, January 1, May 16, and July 1.**

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 any available funding.

Satisfactory progress is measured in terms of completion of degree requirements in a timely matter, particularly with respect to completing the Comprehensive Examination, receiving the MA, completion of the Qualifying Examination, and making tangible progress on the dissertation. Maintenance of good standing includes meeting departmental and graduate school GPA requirements, filing committee membership forms in accordance with graduate school deadlines, clearing incompletes on the transcript, and maintaining minimum registration requirements.

For students currently working on appointment through anthropology, an offer of a position as a TO, TA, or grader is likewise dependent upon student performance in the current position. Students who receive unsatisfactory reports for their work on assignments in the current semester may have their position revoked even if you have returned a letter of acceptance. Future positions can be revoked after the semester has ended and before the start of the next semester.

The department endeavors to allocate assistantships equitably following established priority ranking procedures, modified by specific technical requirements of certain courses or negotiated assistantships with specific faculty. Applications are ranked by the Graduate Financial Aid Committee, who may consult the Graduate Coordinator during their deliberations. Their ranked list is forwarded to the Department Chair who allocates the assistantships based on that ranked list in conjunction 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. The final determination and assignment of assistantships is decided by the Department Chair.

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.
- The number of semesters of departmental funding that a student can hold is 8 (NOTE: this is not a **guarantee** of funding but rather a faculty recommended **guideline** of an acceptable **maximum** funding level where budget and department needs permit). Requests for funding beyond 8 semesters will result in a lower ranking of priority by the reviewing committee.
- 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.