

# Spring 2013

## Department of Political Science

# Teaching Associate Program

The Department of Political Science offers up to six teaching associate positions to graduate students (pending final budget approval) to assist with the large Political Science 155 courses. Typically, three or four continuing students and one or two new graduate students (assuming qualified applicants) are selected for the fall semester; continuing students are selected for the spring semester.

Teaching Associates are responsible for leading weekly discussion sections, attending the lectures, grading, participating in the university's Town Hall Program, and other course-related activities. Teaching Associates must also attend a weekly graduate seminar and receive 1-3 units of graduate-level credit for the course. Teaching Associates work approximately 10 hours per week and are paid approximately \$2,970 for the semester (6 paychecks).

### **Minimum Qualifications and Hiring Criteria:**

#### Knowledge and Abilities:

Knowledge of the subject matter of the discipline in which assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students. Exception to the minimum eligibility qualifications may be granted at the sole discretion of the university.

#### Experience:

For the initial appointment, evidence of satisfactory achievement in previous academic work. For subsequent appointment, evidence of satisfactory progress toward completion of the degree.

#### Education:

Equivalent to completion of the requirements for a bachelor's degree and concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.

CSU, Chico is required by federal law to hire only persons authorized to work in the United States. CSU, Chico does not discriminate on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, age, or disability. Qualified applicants with a disability will receive reasonable accommodation during any phase of the selection process, provided such request is made to the Human Resources Office at least five working days in advance.

**Questions?** Contact Professor Thomas, 723 Butte Hall, 898-5738, [mothomas@csuchico.edu](mailto:mothomas@csuchico.edu)

To apply for a Political Science Teaching Associate position, please complete the application below and submit the following materials:

- A letter of interest indicating why you would like to serve as a Teaching Associate and why you think you should be considered for the position.
- A résumé or curriculum vitae.
- At least one POLS TA Recommendation Form (available in the POLS office) from a faculty member.
- List of graduate courses taken and grades received (if applicable) and a list of political science undergraduate courses taken and grades received.
- A copy of your undergraduate and graduate transcripts (you may submit unofficial copies).
- Evidence of teaching effectiveness (teaching evaluations, etc.) if available.
- A completed Teaching Associate Application for Employment (available online or in Butte 741).
- Completion of this Form (available online or in Butte 741).

Submit all application materials to Professor Thomas, Political Science Department, CSU, Chico, Chico, CA 95929-0455 by 4:30 p.m. on **November 14, 2012**. Your Recommendation Form(s) may be submitted directly to Professor Thomas from your letter writer(s).

**PLEASE PRINT CLEARLY OR TYPE.**

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Permanent Address (if different) \_\_\_\_\_

Student ID#: \_\_\_\_\_

Phone day: \_\_\_\_\_ eve: \_\_\_\_\_

Letter of Recommendation from: \_\_\_\_\_

Political Science MA \_\_\_\_\_ MPA \_\_\_\_\_ Other \_\_\_\_\_

Are you a: Continuing student \_\_\_\_\_ or New student \_\_\_\_\_

Semester you expect to complete your MA: \_\_\_\_\_

Are you able to perform the essential duties of the position for which you are applying?

Yes \_\_\_\_\_ No \_\_\_\_\_

If not, is there a reasonable accommodation that would enable you to perform these duties?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain on a separate sheet and attach.

The preceding statements and enclosed materials are true to the best of my knowledge and belief. I understand that, if employed, false statements in the application are sufficient cause for dismissal.

Date \_\_\_\_\_ Signature \_\_\_\_\_