

April 21, 2015

Dear Graduate Students:

The Teaching Fellow Application for 2015-2016 is now posted at:

<https://tfapply.wjh.harvard.edu/>

If you wish to teach next year please log on, fill out a simple form, and indicate your teaching preferences for both fall and spring terms no later than **April 27**. It is possible that you will not get your first choice, so we encourage you to indicate more than one preference per semester, but no more than five.

Teaching is ultimately a contract between you and the faculty member. In addition to filling out the application you are encouraged to be in touch with faculty to express your interest in teaching for their course(s).

After April 27 faculty will log on to see a list of students who applied to teach for their course(s) next year and will be in contact with you to discuss working together. Once you have agreed to teach the faculty will alert Suzanne Ogungbadero who will write up a memo confirming the arrangement with both student and faculty member, and make sure that you get on the payroll. Note that fall appointments will run from August 1 through December 31, 2015; the spring term appointments will be January 1 through May 31, 2016.

Faculty will be giving preference first to students in G3 and G4 cohorts who receive their funding in the form of teaching fellowships. We will, of course, monitor to be sure that all students who are entitled to teaching receive it.

Please note that if actual enrollments happen to be lower than expected you may be reassigned to a course where there is a need.

If possible, we are aiming to have preliminary hiring decisions made (for both fall and spring courses) by early June. If you have not been contacted **by May 9**, please be in touch with Suzanne.

A few explanatory notes:

General Education: These are listed on the application for your information. You should follow the same process as you would for departmental courses. The difference between these courses and departmental courses is that the processing of your paperwork is done through the General Education Program.

Head TF for Sociology 97: This teaching fellow will assist with the organization and administrative aspects of this course which is offered both fall and spring terms. The pay will be .10 FTE (1/10) or \$5,220 for the year. To apply for this position, you should have experience teaching Sociology 97 and be willing to be appointed for the entire year.

Pay scale: The base rate of pay has been increased for 2015-16 to \$52,200 (up from \$51,300 last year). The pay scale chart may be found on the application.

Junior tutorial: The Department would like to hire an advanced graduate student to teach a junior tutorial during the spring term. You must be ABD (all but dissertation). The pay for this is two sections (.40 FTE) or \$10,440. If you are interested, please indicate this on the application and send a short note to Rachel Meyer (meyer2@fas.harvard.edu) with the topic of the tutorial you are proposing.

Thesis Advising: We expect that there will be a need for graduate students to serve as senior thesis advisors. To advise a thesis or serve as qualitative advisor you must pass your QP.

Concentration Advisor:

We will again hire Concentration Advisors, each of whom will be assigned to a cluster of houses. The clusters are:

Cluster 1:	Currier, Cabot, Pforzheimer
Cluster 2:	Mather, Dunster
Cluster 3:	Leverett, Dudley
Cluster 4:	Kirkland, Eliot
Cluster 5:	Winthrop, Lowell
Cluster 6:	Adams, Quincy

Usually, the concentration advisor is also a Resident Tutor in one of the cluster houses, but if there is no Sociology resident tutor, another concentration advisor will be assigned to the cluster. Each concentration advisor has weekly office hours (broadly defined) and these should rotate across the three houses in the cluster.

Sociology concentration advisors help students with questions about courses and concentration planning, and provide guidance about research opportunities. Concentration Advisors meet with students in the houses, sign study cards, and assist the Undergraduate Program at advising events.

Concentration Advisors should have extensive teaching experience, familiarity with the Harvard curriculum, and expertise in a distinct area of Sociology. The Concentration Advisor is available to talk with all students, regardless of whether they have declared Sociology as their concentration.

The Associate Director of Undergraduate Studies will provide training for all concentration advisors in order to acquaint them with departmental and university requirements and regulations. The pay for this position is (.10 annual FTE) or \$5,220 for the year. Please contact Rachel Meyer (meyer2@fas.harvard.edu) if you have any questions regarding this position.

Departmental Teaching Fellow (Apply by Thursday, April 23).

Departmental TFs must be eligible for TF/TA positions, either as GSAS students or otherwise, during the 2015-2016 academic year. They are expected to attend regular meetings and training sessions with senior Bok Center staff members. The training includes a 3-day orientation in May prior to their appointment, as well as several days of training in August, in the week before the Fall Teaching Conference. There will be additional meetings during each semester.

Departmental TFs are expected to generate a plan for departmental TF training and support work; and to submit short mid-year and final reports. Because of the great variety of disciplinary teaching needs and cultures at the university, the nature of each Departmental TF's plan will be developed uniquely by the Departmental TF in cooperation with Bok Center and faculty mentors.

In addition to individual projects and assisting with TF training, most Departmental TFs organize and conduct microteaching sessions, consult with TFs on their videotaped sections, help instructors collect and interpret early feedback from students, hold open office hours on teaching in their departments, and work with large courses to provide additional pedagogical resources. They also collaborate with one another on projects that benefit related departments and on interdisciplinary teaching workshops open to all.

Compensation will be in the range of two units (i.e., fifths) of teaching for the year. The annual salary for a DTF at the 1/5 rate will be \$10,440.

A departmental committee comprised of the DUS, DGS, ADUS and Chair, will review the applications and make their nomination to the Bok Center. Please apply for this position **by Thursday, April 23** as the Bok Center will also need to conduct an interview.

Departmental Writing Fellow

In collaboration with the Harvard Writing Project and the Writing Center, the Sociology Department is seeking to fill the position of Departmental Writing Fellow (DWF) to provide writing support for undergraduates taking sociology courses. Advanced graduate students in sociology are invited to apply for this 10 month (August – May), renewable position. Candidates are expected to be familiar with the conventions of writing in sociology and to have a strong record of undergraduate teaching.

The primary responsibility of the DWF will be to offer one-on-one writing tutorials for students enrolled in sociology courses in order to familiarize students with the basic conventions of writing in the discipline. Consultations will be tailored to individual student needs and will include assistance in developing, assessing, and structuring arguments. The DWF may also conduct periodic student workshops on writing in sociology and develop pedagogical materials for the department or for specific courses.

The preferred DWF candidate will be familiar with the sociology concentration and have teaching experience in the Department. Candidates should also have a strong background in commenting on student writing.

Compensation will be in the range of two units (i.e., fifths) of teaching for the year. The annual salary for a DWF at the 1/5 rate will be \$10,440. (One semester would be \$5,220.) Full-year appointments are for 10 months: August – May.

Applicants should submit a c.v. along with a brief statement of intent (highlighting any experience or skills that are relevant to teaching writing) to Christopher Winship, Director of Undergraduate Studies (cwinship@wjh.harvard.edu) and indicate if you are applying for a year-long appointment or for just one semester. Candidates must be in residence during their appointment.

Lecturers: Danilo Mandic and Ben Sosnaud will be Harvard College Fellows during 2015-16. Burak Eskici and Matthew Kaliner will be lecturers for the coming year. Tiffanie Ting is Allston Burr Resident Dean at Cabot House. Cory Way is Allston Burr Resident Dean at Kirkland House.

Course descriptions: Due to the new SIS the catalog is not finalized as yet and many of the new courses do not have descriptions, so please use your best judgment. For courses that were offered this year you can refer to the current catalog <http://www.registrar.fas.harvard.edu/courses-exams/courses-instruction/sociology>.

If you have questions on this process, please let us know. Thank you.

Christopher Winship
Director of Undergraduate Studies

Suzanne Ogungbadero
Coordinator of Academic Affairs