

April 29, 2016

Dear Graduate Students:

The Teaching Fellow Application for 2016-17 is now posted at:

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

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 **midnight Wednesday, May 4**.

Rank as many courses as you are interested in teaching. It is suggested for that if you want to teach two sections then rank at least 6 courses; for one section of teaching rank at least 3 courses.

Be sure to fill out the section on your teaching interests and list courses you have taught in the past, if applicable. If you are applying to be a concentration advisor, please indicate the house where you reside.

On Thursday, May 5 faculty will log on to see a list of students who applied to teach rank them. **Please note that they will not be able to view how you ranked their courses.**

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.

We will review the matches to make sure that everyone has a position.

Suzanne Ogungbadero will write up a memo confirming your teaching for the year and will make sure that you get on the payroll. Note that fall appointments will run from August 1 through December 31, 2016; the spring term appointments will be January 1 through May 31, 2017.

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

We are aiming to have preliminary hiring decisions made (for both fall and spring courses) by late May.

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 \$5,300 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 2016-2017 to \$53,000 (up from \$52,200 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 \$10,600. 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.

Qualitative Advising: This would involve advising senior thesis writers on qualitative aspects of their theses. It pays .10 FTE for one term.

Concentration Advisor:

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

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 \$5,300 for the year. Please contact Rachel Meyer (meyer2@fas.harvard.edu) if you have any questions regarding this position.

Departmental Teaching Fellow

Departmental TFs must be eligible for TF/TA positions, either as GSAS students or otherwise, during the 2016-17 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 \$10,600.

Please send an email to Jocelyn Viterna (viterna@wjh.harvard.edu) if you are interested in this position. A departmental committee comprised of the DUS, DGS, ADUS and Chair, will review the applications and make their nomination to the Bok Center. Note that the Bok Center will also conduct an interview with the nominee.

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 \$10,600. This is a full-year appointment.

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 Jocelyn Viterna, Director of Undergraduate Studies (jviterna@wjh.harvard.edu). Candidates must be in residence during their appointment.

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

Jocelyn Viterna
Director of Undergraduate Studies

Suzanne Ogungbadero
Coordinator of Academic Affairs