

Harvard University – Department of Mathematics

TEACHING FELLOW APPLICATION for GRADUATE STUDENTS

A Teaching Fellow 1 (TF) is a Harvard enrolled graduate student teaching at all schools and units. A TF 1 is paid a salary to teach a section of introductory calculus (Math Ma, Mb, 1a, 1b, 21a, 21b) or introductory math (Math 22a, 22b, 25a, 25b) during the fall or spring semester. This role provides instructional services which may include teaching, grading, coaching and/or other academic support services. An Instructional Fellow is a Harvard enrolled graduate student who leads a course and is the sole instructor/lecturer teaching. An Instructional Fellow is paid a salary to teach a tutorial (Math 99r) or Mathematics in the World (Math 157) during the fall or spring semester.

An hourly Teaching Fellow is a Harvard enrolled graduate student teaching at all schools and units. An hourly TF is paid hourly while classes are in session on a semester basis to teach a 200 level math course. This role provides instructional services which may include teaching, grading, coaching and/or other academic support services.

A note about Teaching Fellow 1 assignments for upper level courses (GCA allocations): the assignment is approved by the OUE only when there is sufficient enrollment (15+ students). For this position: the TF needs to come to class, help with grading assignments (maybe write solutions), hold office hours and/or sections, provide feedback to the instructor on the progress of the class, post some things on the course webpage. GCA positions which are scheduled to do only grading (hourly job, no classroom time) will be hired as an hourly Teaching Fellow.

All teaching and instruction is to be conducted in person on campus. Students should not change their teaching commitments on short notice or plan to travel during a term when they are teaching. Students may not receive course credit for the same work for which the student is financially compensated and may not be enrolled in a course for which they are a TF. Math Department students may not hold teaching fellow positions of any kind during their first year.

Please return this form including applicant and course head signatures as well as administrator signature if needed to the Graduate Program Administrator in room 331. If submitting an electronic copy, please use Harvard Secure File Transfer (<https://filetransfer.harvard.edu/>).

Name			
HUID			
Phone			
Harvard Email			
COURSE INFORMATION (Required)			
Course Number:		Course Head:	
Term & Year:		Hourly TF (GCA): Y or N	If Y, is this your first hourly TF appointment? Y or N
Number of Sections:		Other teaching:	
Math Department Graduate Student: Y or N*		*Non-math department graduate students must complete page 2. New hires may need to submit an I-9 prior to the appointment.	
Approval Signatures are necessary to set up the appointment (Required)			
_____ Applicant Signature		_____ Course Head Signature	
Date		Date	
_____ Advisor Signature Not required for Math department graduate students		_____ Administrator Signature Home Department	
Date		Date	

Applicant, course head, and administrator signatures are required for all applicants.

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PERSONAL INFORMATION AND UNIVERSITY AFFILIATION	
Legal Name:	G-Year:
Graduate Degree Program/Department:	Administrator Name and Contact info:
Have you passed the qualifying/general exams?	If yes, in what year?
Home Address:	University Mailing Address:
Are you a US citizen, or do you hold a Green Card? Yes No	If not, what is your visa type (F-1, J-1)?
Are you supported by an NSF fellowship? Yes No	Are you supported by a fellowship that limits teaching? Yes No If yes, explain:

Education			Previous Teaching Experience		
Degree/Year	College/University	Discipline	University	Course Title	Term/Year

Paycheck Information (Check one)	
I currently have direct deposit	I must sign up for direct deposit