TO: Psychological Sciences Teaching Assistant Applicants

FROM: TA Selection Committee, School of Psychological Sciences

DATE: February 2007

The School of Psychological Sciences is seeking applicants for several teaching assistant (TA) positions for the 2007-08 academic year. Each TA will serve as the Instructor of Record for one or more psychology courses and will have primary responsibility for instructing and evaluating students in these courses.

An application form and two recommendation forms are attached. Completed applications and recommendations should be returned to Cheryl Tsikewa, School of Psychological Sciences, McKee Hall - Room 14 by 4:00 PM, Monday, March 9, 2007. Interviews will be conducted the week of March 12 - 16, 2007.

Please note: Persons who were hired as Teaching Assistants for either the Psychology Department or the School of Psychological Sciences need only submit an application, letters of recommendation, and teaching evaluations; no interview is necessary.

For additional information regarding the application process, please contact David Gilliam, School of Psychological Sciences, David.Gilliam@unco.edu; 351-2951.
Please provide the requested information and return this completed application form to the Administrative Assistant in the School of Psychological Sciences, McKee Hall - Room 14, by 4:00 p.m. on Monday, March 9, 2007. You may attach additional information or a statement which you believe is pertinent for consideration of your application.

1. NAME: ________________________________
   (LAST) (FIRST) (MIDDLE INITIAL)

   EMAIL ADDRESS: ________________________________

   ADDRESS: ______________________________________
   (NUMBER AND STREET or P.O. Box)
   (CITY) (STATE) (ZIP)

   PHONE NUMBER: ( )

   BEAR NUMBER: ________________________________

   2. Applying for: ____________________________
      CHECK ONE
      One 3-credit class (.20 FTE)
      (maximum one semester assignment =.5 FTE)
      Two 3-credit classes (.40 FTE)

   Fall 07

3. PROGRAM: ____________________________
   Educational Psychology
   Counseling Psychology
   School Psychology
   Other, please specify below
   ________________________________

   What degree are you seeking: ________________________________

   Who is your major advisor: ________________________________

4. GRADUATE PROGRAM STARTED:
   Term Year

   PROJECTED DATE OF GRADUATION:
   Term Year

5. EDUCATION: (Please attach transcripts [photocopies accepted] of all undergraduate and graduate work and a copy of your grades for all graduate courses as shown in URSA.)

   DEGREE DATE INSTITUTION MAJOR(S) MINOR(S)
6. **WORK EXPERIENCE:** (List dates, positions, places and major responsibilities, in chronological order – past to present.)

   a. Teaching Experience:

   b. Contract Dates for Previous TA and/or Instructor Employment in the School of Psychological Sciences (or Psychology Department).

   c. Other Relevant Work Experience:

7. **REFERENCES:** Please list at least two references who have personal knowledge of you. These should be from past employers or faculty who have known you and are familiar with your scholastic work. Personal Reference Forms are attached. **It is the applicant's responsibility to request each reference to complete and return the form by the deadline date for applications.**

   (a.) Name: ______________________________________

       Position: ______________________________________

       Address: ______________________________________

       In what capacity did this person know you?________________________

   (b.) Name: ______________________________________

       Position: ______________________________________

       Address: ______________________________________

       In what capacity did this person know you?________________________
8. Please list below the specific undergraduate psychology courses you are qualified to teach or have taught. Also, indicate why you are qualified to teach those courses listed and include or reference any supportive material you deem appropriate. If you have taught at UNC, attach a copy of the numerical evaluation.

9. Will you be under contract for another position at UNC while this position is in effect? If yes, please provide details.

10. Please mark **ALL TIMES** you will be available for a 20 minute interview below: You will be contacted by March 12 to tell you when your interview is scheduled.

<table>
<thead>
<tr>
<th>TIME</th>
<th>Tuesday, March 13</th>
<th>TIME</th>
<th>Wednesday, March 14</th>
<th>TIME</th>
<th>Thursday, March 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 pm</td>
<td>9:00 am</td>
<td>9:20</td>
<td>9:40</td>
<td>10:00</td>
<td></td>
</tr>
<tr>
<td>3:20</td>
<td></td>
<td>3:40</td>
<td>10:20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:40</td>
<td></td>
<td>4:00</td>
<td>10:40</td>
<td>11:00</td>
<td></td>
</tr>
<tr>
<td>4:00</td>
<td></td>
<td>4:20</td>
<td></td>
<td>1:00 pm</td>
<td>1:00 pm</td>
</tr>
<tr>
<td>4:20</td>
<td></td>
<td>4:40 pm</td>
<td></td>
<td>1:20</td>
<td>1:20</td>
</tr>
<tr>
<td>4:40 pm</td>
<td></td>
<td></td>
<td></td>
<td>1:40</td>
<td>1:40</td>
</tr>
</tbody>
</table>

To the best of my knowledge, the information given in this application is accurate:

_________________________________________  ________________  ____________________
Signature                                  Date
School of Psychological Sciences

TEACHING ASSISTANT RECOMMENDATION FORM

This section should be filled out by the applicant. (Please print)

__________________________________________ is applying for a Teaching Assistantship in the Department of Psychology at the University of Northern Colorado.

WAIVER OF ACCESS:
I have requested that this appraisal form be completed by ________________________________ for use in the Teaching Assistant selection process by officials of the University of Northern Colorado, School of Psychological Sciences. In accordance with the Family Educational Rights and Privacy Act of 1974:
(Please check one of the following)

_____ I waive access to this report, which shall be considered confidential.
_____ I do not waive access to this report (non-confidential).

__________________________________________  __________________________
Applicant’s Signature  Date

NOTE: If the applicant has agreed to the waiver printed above, we shall preserve the strict confidentiality of this document and it will be made available only to University officials. If the applicant has not agreed, this report will be made available to the applicant on request. If this portion of the form is not completed; the Department will assume that the applicant has NOT waived access.

KNOWLEDGE OF THE APPLICANT:

1. Approximately how long have you known this applicant? _____ Years _____ Months

2. How well do you feel you know the applicant? ___ Casually ___ Well ___ Very Well

3. What was the nature of your contact with the applicant?
   ___ Instructor ___ Advisor ___ Employer ___ Other: __________________________

4. Please state the comparison group you will be using in rating the applicant:
   ___ Master’s Students ___ Doctoral Students ___ Other: _______________________

5. Summary Rating: Please rate the candidate for the 13 specific characteristics and then for general ability to perform as a T.A. by placing a check in the appropriate box. The rating scale is in the form of a percentile rank from lowest 1% to highest 99%. Be advised that your rating for general ability need not be an average of your ratings for the specific characteristics, i.e., you should not consider the specific characteristics as necessarily equal in importance. In addition, your rating of general ability may reflect other dimensions of the candidate not included among the specific characteristics. If this is the case, the additional dimension(s) should be specified when answering question #7.
|                      | LOWEST |       | 1% | 5% | 10% | 20% | 30% | 40% | 50% | 60% | 70% | 80% | 90% | 95% | 99% | Unable to Judge |
|----------------------|--------|-------|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------|
| Teaching ability.    |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Creative thinking.    |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Capacity for objective evaluation of self. |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Energy level at work activity. |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Maturity of judgment. |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Conscientiousness    |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Ability to work independently. |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Capacity to handle stress. |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Open-mindedness.     |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Knowledge of psychology. |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Writing ability.     |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Ability to work with others. |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Enthusiasm for teaching. |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |
| Overall or General Rating |        |       |    |    |     |     |     |     |     |     |     |     |     |     |                |

6. Some talented individuals have mediocre scholastic records. Is the applicant’s scholastic record, as you know it, an accurate index of his or her scholastic ability?  __Yes  __No  __Don’t Know  
If the answer is “No”, please explain briefly.

7. You will help us judge the applicant better if you elaborate here on any further intellectual or personality assets or liability which would influence the person’s effectiveness. Thank you. (You may attach an additional narrative if needed.)

______________________________  ________________________________
Signature of Respondent        Date

______________________________  ________________________________
Name Printed or Typed          Title

______________________________  ________________________________
Institution                    Phone No.

______________________________
Address

City    State    Zip

Please return this form to:    Cheryl Tsikewa, Administrative Assistant
UNC – School of Psychological Sciences, McKee Hall Rm. 14
501 20th Street, Campus Box 94
Greeley, CO 80639

Revised 1/06
This section should be filled out by the applicant. (Please print)

__________________________________________ is applying for a Teaching Assistantship in the Department of Psychology at the University of Northern Colorado.

WAIVER OF ACCESS:
I have requested that this appraisal form be completed by ___________________________ for use in the Teaching Assistant selection process by officials of the University of Northern Colorado, School of Psychological Sciences. In accordance with the Family Educational Rights and Privacy Act of 1974:
(Please check one of the following)

_____ I waive access to this report, which shall be considered confidential.
_____ I do not waive access to this report (non-confidential).

__________________________________________
Applicant’s Signature

__________________________________________
Date

NOTE: If the applicant has agreed to the waiver printed above, we shall preserve the strict confidentiality of this document and it will be made available only to University officials. If the applicant has not agreed, this report will be made available to the applicant on request. If this portion of the form is not completed, the Department will assume that the applicant has NOT waived access.

KNOWLEDGE OF THE APPLICANT:

5. Approximately how long have you known this applicant? _____ Years _____ Months

6. How well do you feel you know the applicant? ___ Casually ___ Well ___ Very Well

7. What was the nature of your contact with the applicant?
   ____ Instructor ____ Advisor ____ Employer ____ Other: ____________________________________________

8. Please state the comparison group you will be using in rating the applicant:
   ____ Master’s Students ____ Doctoral Students ____ Other: ____________________________________________

5. Summary Rating: Please rate the candidate for the 13 specific characteristics and then for general ability to perform as a T.A. by placing a check in the appropriate box. The rating scale is in the form of a percentile rank from lowest 1% to highest 99%. Be advised that your rating for general ability need not be an average of your ratings for the specific characteristics, i.e., you should not consider the specific characteristics as necessarily equal in importance. In addition, your rating of general ability may reflect other dimensions of the candidate not included among the specific characteristics. If this is the case, the additional dimension(s) should be specified when answering question #7.
<table>
<thead>
<tr>
<th></th>
<th>LOWEST</th>
<th></th>
<th>10%</th>
<th>20%</th>
<th>30%</th>
<th>40%</th>
<th>50%</th>
<th>60%</th>
<th>70%</th>
<th>80%</th>
<th>90%</th>
<th>95%</th>
<th>99%</th>
<th>Unable to Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching ability.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative thinking.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity for objective evaluation of self.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Energy level at work activity.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity of judgment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conscientiousness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work independently.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capacity to handle stress.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open-mindedness.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge of psychology.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing ability.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with others.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enthusiasm for teaching.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall or General Rating</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Some talented individuals have mediocre scholastic records. Is the applicant’s scholastic record, as you know it, an accurate index of his or her scholastic ability?  ____ Yes  ____ No  ____ Don’t Know

If the answer is “No”, please explain briefly.

8. You will help us judge the applicant better if you elaborate here on any further intellectual or personality assets or liability which would influence the person’s effectiveness. Thank you. (You may attach an additional narrative if needed.)

Signature of Respondent  ____________________________  Date  ________________

Name Printed or Typed  ____________________________  Title  ____________________________

Institution  ____________________________  Phone No.  ____________________________

Address  ____________________________  City  State  Zip  ____________________________

Please return this form to:  Cheryl Tsikewa, Administrative Assistant
UNC – School of Psychological Sciences, McKee Hall Rm. 14
501 20th Street, Campus Box 94
Greeley, CO 80639

TEACHING ASSISTANT SELECTION POLICIES

Revised 1/06
School of Psychological Sciences, College of Education and Behavioral Sciences

The following preferences guide the Selection Committee and School Director in reviewing applications and allocating teaching assistantships.

A. Doctoral Level
   • doctoral student by the date on which contracted employment begins
   • at least one year of teaching or other work experience deemed appropriate by the TA Selection Committee
   • successfully completed PSY621, EPSY654, or an equivalent course, or be enrolled concurrent with teaching
   • submit a complete application to the School of Psychological Sciences

B. Masters Level
   • masters student by the date on which contracted employment begins
   • completed a minimum of 20 graduate credit hours by the time application is made
   • successfully completed PSY621, EPSY654, or an equivalent course, or be enrolled concurrent with teaching
   • at least one year of teaching or other work experience deemed appropriate by the TA Selection Committee
   • submit a complete application to the School of Psychological Sciences

Selection Guidelines
1. School of Psychological Sciences students will be given preference over other applicants.
2. The TA Selection Committee will review numerical evaluations of all college-level teaching.
3. Doctoral students have priority over Masters, and full time students have priority over part-time students.
4. The TA Selection Committee will evaluate transcripts for strength/quality of course work in the area that the candidate would teach.
5. The Committee will recommend TA candidates to the Director of the School of Psychological Sciences and will provide a list of TA alternates. The Director will appoint all new or continuing TAs.
6. Assistantships may be used as a recruiting device and offered to students considering enrollment who have not participated in the interview process.
7. The number of assistanships maybe fewer than the number of qualified applicants.
8. Because assistantships are awarded based in large part on School needs and applicant’s expertise, it is possible, for example, that one applicant is offered a two-course assignment, while another qualified applicant is offered only one class or no class at all.
Selection Procedures

- The TA Selection Committee will consist of members from the School of Psychological Sciences, College of Education and Behavioral Sciences.
- The TA Selection Committee will review the applications and interview all applicants who meet the minimum requirements. The Committee will evaluate each candidate's qualifications with regard to departmental needs and make recommendations to the Director.

Position Description

Teaching Assistant is a graduate student who is the instructor of record in one or more Psychology courses.

Compensation

The stipend for a Teaching Assistant appointment is determined by multiplying the FTE assigned to the position by the base stipend. The base stipend for 2007-08 will be determined at a later date (see: GA/TA/GRA FTE Calculations and Minimum Stipends by Degree Level of Students).

Effective Date

These policies are effective as of January 2007, and supersede all prior policies on Teaching Assistant selection.

THE UNIVERSITY OF NORTHERN COLORADO IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. QUALIFIED WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.

Affirmative Action/Equal Opportunity Office, Carter Hall 4007, (303) 351-2829