



School of Psychological Sciences

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.

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.

TIME	Tuesday, March 13	TIME	Wednesday, March 14	TIME	Thursday , March 15
3:00 pm		9:00 am			
3:20		9:20			
3:40		9:40			
4:00		10:00			
4:20		10:20			
4:40 pm		10:40			
		11:00			
		1:00 pm		1:00 pm	
		1:20		1:20	
		1:40		1:40	
				2:00	
				2:20	
				2:40	
				3:00	
				3:20	
				3:40	
				4:00	
				4:20	
				4:40	

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

Signature

Date

UNIVERSITY of
NORTHERN COLORADO



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.

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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 assistantships 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