

# Department of Anthropology Graduate Program

## GENERAL GUIDELINES

The 2010-11 Department of Anthropology *Graduate Program Guidelines* is designed to be used in conjunction with the Graduate Division's *Graduate Handbook*\* and the Department of Anthropology's *M.A./Ph.D. Degree Program Guidelines* (Archaeology, Biosocial, and Sociocultural specializations) for detailed requirements, policies, and procedures specific to the University and the Department of Anthropology.

Every attempt has been made to ensure that the information in this handbook is current and correct as of September 2010. It is each student's responsibility to confirm the deadlines, requirements and paperwork that apply to his/her degree/credential program at each step in the graduate school process.

It is important to meet, on a regular basis, with your own faculty advisor. Other key persons to consult as necessary are your Program Assistants, the Faculty Graduate Advisor, Chair, and/or the Graduate Division.

\* *Graduate Division's Graduate Handbook is available on-line at*  
<http://www.graddiv.ucsb.edu/handbook/>

**Department and Faculty interaction:** It is important to know the faculty, their work and their expertise. While the proseminar will introduce you to the department faculty, it is the student's responsibility to meet individually with each member of the faculty. Frequent interaction and consultation with committee members is strongly advised. Participation in departmental events, including lectures by visiting scholars and the departmental brown bag series, is strongly encouraged. It is also important for the students to know one another because this contributes to the intellectual life of the department, and connections made during graduate study remain important throughout the person's career.

**Advisors:** An advisor is assigned to each student when he/she begins the program. Students may change advisors and committee members as their research interests dictate but must file the appropriate paperwork with the Graduate Program Assistant and/or Graduate Division.

**Courseload:** Students must take a minimum of 12 units per quarter, which can include undergraduate upper division courses numbered 100-199 and graduate courses, including courses numbered 500-599.

**Grades:** Graduate courses numbered 200-299 must be taken for letter grades, except for those courses marked with an S/U grading option in the Schedule of Classes. Students must maintain a grade of B or better in graduate courses; the department considers any grade lower than a B to be inadequate performance for a graduate student. Students are required by the university to maintain a minimum cumulative GPA of 3.0, or be subject to academic probation or dismissal.

**Incomplete/No Grade/No Records:** Incompletes should be taken only in emergencies. All Incompletes, No Grades (NG), or No Records (NR) must be removed from the student's record before a master's degree can be awarded or the student advances to candidacy. This applies to students who will terminate with the master's degree or continue on for the doctorate. Students must file a petition with the Office of the Registrar prior to the last day of the quarter to receive an Incomplete grade. If this petition is not on file, and the instructor submits an Incomplete, the Registrar will enter the grade as an F or U. Incompletes convert to failing grades at the end of the quarter following the original class, unless the instructor submits a grade to the Registrar. The instructor may extend the Incomplete for additional quarters by requesting an extension from the Office of the Registrar.

**Modifications to Graduate Program Requirement:** In exceptional circumstances, students may petition for modifications to graduate program requirements. Students must present, in writing, to their advisor or committee chair a well-reasoned case for such exceptions. To waive a core course, permission of the committee and the faculty member teaching the course is required. To waive the comprehensive exam or the research paper, permission of the committee is required. The research proposal cannot be waived. In each case, the appropriate form must be filed with the Graduate Program Assistant.

**Time to Degree (TTD):** Time to Degree is the number of years considered to be reasonable by the faculty of an individual department and the Graduate Division for completion of a doctorate by a full-time student in that program. Time to Degree varies by department and is measured from the time a student begins graduate study at any level at UCSB. For the Department of Anthropology, TTD for the M.A. is 4 years, advancing to candidacy is 4 years for students entering the program with an MA/MS degree and 5 years for those without; for the Ph.D. it is 7 years total for students entering the program with an MA/MS degree and 8 years for those without.

**Ph.D. Status (P Status):** The Registrar's Office designates the following Doctoral Levels and timelines, which are used by the Graduate Division to determine eligibility for financial support:

- **P1 status** degree objective is academic or professional doctorate, but student has not been advanced to candidacy.
- **P2 status** degree objective is academic or professional doctorate, and student has been advanced to candidacy. Students can maintain P2 status for up to 9 registered quarters, not including summer.
- **P3 status** after 9 registered quarters as P2 status a student goes into P3 status. Students in P3 status are not eligible for Graduate Division or Department funding or fellowships.

**Advancing to candidacy:** Although a student is allowed five years from entering the graduate program to advance to candidacy, the faculty expects a student to complete requirements for advancing within three years, and toward the end of the third year a student should be submitting proposals for dissertation research funding. The 5-year normative time frame for advancing to candidacy (4 years for those entering the program with an MA/MS) provides time in the event that a student is unable to secure research funding in the third year. However, a student's timely progress is taken very seriously, and is a very important aspect of department decisions regarding TA-ships and other forms of university financial aid.

Ideally students receive funding for their dissertation research in time to begin fieldwork during their fourth year, but it often takes longer than that, and if they are unable to begin field research until their fifth year they are still on a reasonable schedule. They can expect to spend a year or a year and a half in the field, and it will take at least a year to write the dissertation after completing the field research.

Students who do not complete their Ph.D. in 9 registered quarters from advancing to candidacy become P3 status. As noted above, students who have reached P3 status are not eligible to receive University funding and exceptions are required for employment. Because of these deadlines, we advise students to complete all requirements for candidacy as quickly as possible, but wait until absolutely necessary to file paperwork for formally advancing to candidacy. This enables students to maximize the time available for dissertation research and write-up, without entering P-3 status. Remember, however, that many agencies that fund doctoral research require the applicant to have advanced to candidacy by the application date or the award date. Students who have not advanced to candidacy by the end of the fifth year (fourth year for those entering the program with an MA/MS) will be recommended to the Dean for academic probation.

**Committee member absent for oral exam:** Normally, all committee members are in attendance at the oral exam. If a committee member or the chair of the committee is unable to attend the oral exam, the committee chair, in consultation with the student and other committee members, will seek a replacement from other ladder rank faculty and, depending on the circumstances, may invite that individual to join the doctoral committee. Alternatively, if no other ladder faculty member is available or appropriate, the committee chair will determine whether an existing committee member can serve as a proxy for the absent member.

**Filing for the Ph.D.:** Once the committee has approved the dissertation, the student should file for the Ph.D., following the instructions in the Guide to Filing Theses and Dissertations at UCSB. This may be obtained from the Graduate Division website at: [http://www.graddiv.ucsb.edu/pubs/filing\\_guide/](http://www.graddiv.ucsb.edu/pubs/filing_guide/).

**Oral exams:** The Department does not require that students take an oral exam on the dissertation or that they engage in an oral defense for the Archaeology and Sociocultural specializations, but the University requires that a form be filed that waives the orals. The student needs to file the Graduate Division's Ph.D. Form III-A, Waiver of Final Exam for the Degree of Doctor of Philosophy. Students are advised to obtain committee signatures on this form at the same time committee members are signing the dissertation pages. Biosocial/IAS students must engage in an oral defense/exam and file the Graduate Division's Ph.D. Form III, Report on Final Examinations for the Degree of Doctor of Philosophy or Musical Arts. These forms are available through the Anthropology Department website (<http://www.anth.ucsb.edu/graded/guidelines.php>) and the Graduate Division website at: <http://www.graddiv.ucsb.edu/pubs/>.

**Degree Conferral Dates and Filing Deadlines:** Degrees are granted four times a year; the summer degree conferral date is the last day of the summer quarter. A student must have finished all requirements by the published deadline in summer quarter to receive a degree dated that quarter.

**Degree Verification, Transcripts and Diplomas:** Neither diplomas nor transcripts are sent automatically upon degree completion; they must be ordered from the Office of the Registrar. It takes approximately six months from the order date for receipt of a diploma, one month for a transcript. Some employers and foreign governments insist on an official transcript showing the date of degree conferral; in some countries, only an official UCSB diploma is acceptable proof of a degree. Students who have an urgent need for an official transcript should notify both the Graduate Division and the Registrar. Graduates in the Institutes receive a diploma request form and a transcript request form at the graduation ceremonies.

## Graduate Student Annual Report

Each year, all graduate students are required to submit a Student Annual Report of their progress. Please use the form from the Department of Anthropology website at <http://www.anth.ucsb.edu/graded/guidelines.php>. Guidelines for faculty assessment of student annual reports: (<http://www.anth.ucsb.edu/graded/SAR%20Guidelines.pdf>).

Please discuss your progress with your committee chairperson. The form requires your committee chair's comments and signature. The report is to be submitted to the Graduate Program Assistant by the first week of April. Please include a *curriculum vitae* with the Student Annual Report as well as a Student Aid report (SAR) or Financial Aid Award Letter to determine eligibility for department support. International students will need to provide a completed Form 3: Supplemental Budget Sheet for International Students available from the Graduate Program Assistant.

Please address the following criteria, if appropriate:

1. Academic Progress: course work, completion of program requirements, deficiencies made up [with reference to previous year's evaluation letter, if appropriate], any problems in making progress, etc.
2. Intellectual Development: progress made toward professional goals, development of theoretical approaches, development of research plans, etc.
3. Professional Activity and Research: fieldwork carried out, publications, papers presented, conferences attended, etc.
4. Teaching: progress in acquiring teaching skills, summary of student evaluations.
5. Service Activities: services performed for the department, the university, and the public.
6. Other: awards received or other honors, and any additional information that is not mentioned in the above categories.
7. Goals for Upcoming Year: progress to be made, things to be accomplished, areas to be developed, etc.

## **Financial Support**

The financing of your graduate career is primarily your responsibility. The department has control over a moderate level of support, which it distributes solely on merit, but makes no guarantees as to the continuance or the level of any financial support it may provide at any given time. Investigating avenues of financial assistance should be a top priority. Department financial support is requested through the Student Annual Report (See appendix) and is due in early April. Students **who are awarded fellowships from Graduate Division will have their department aid automatically withdrawn, unless they contact the Graduate Program Assistant as soon as possible to discuss possibilities.** The following information may be helpful in your financial planning.

### **Department Fee Fellowships**

Application deadline: early April, apply through Student Annual Report

These fellowships are administered once a year by the department. The Fee Fellowship provides for the payment of fees, health insurance, and/or nonresident tuition for international and domestic, continuing masters or doctoral students. Students must be enrolled in Fall quarter at UCSB to be eligible.

Domestic students must file the FASFA, for review of need by the Financial Aid Office, by March 2<sup>nd</sup> for the upcoming academic year and must inform the Graduate Program Assistant what their need is from the Financial Aid website). In lieu of the FAFSA, international students must submit a special financial need form called the Form 3 Fee Fellowship Reporting. Please request this form from the Graduate Program Assistant. The notification of these awards is generally made by the end of Spring quarter.

### **Department Tuition Fellowships**

Application deadline: early April, apply through Student Annual Report.

These fellowships are administered once a year by the department. The Tuition Fellowship provides for the payment of tuition for domestic non-residents and international students. Students must be enrolled as a student to be eligible. Domestic students usually are charged tuition during their first year in residence at UCSB and once California residency is established, per the residency policy available through the Registrars Office website, tuition is not applicable. When international nonresident students have advanced to candidacy the cost of tuition is waived for 3 calendar years, after which point it is re-instituted.

### **Spaulding/Service Fellowship**

Application deadline: early April, apply through Student Annual Report.

The Spaulding/Service Fellowship provides fund to support living and educational expenses of graduate study. The minimum amount that is given to students is currently \$2,500 for an academic year. The fellowship is first credited directly to the student's billing account to pay any fees, tuition and health insurance costs and the balance is then issued to the student in the form of a stipend. This award is open to all students who are advanced to candidacy and show evidence of timely progress toward degree. Preference is given to students who are ineligible for TAs and/or in the dissertation writing stage.

### **Teaching Assistantships**

Application deadline: early April, apply through Student Annual Report.

Teaching Assistantship awards for the following academic year will be made in Spring. The department usually has between 50-60 TAs to award. On average students will receive one to two quarters of TA support in any one year.

The department believes that teaching experience is a valuable part of graduate education and strives to

allow each student some TA service. At least one quarter of teaching assistantship or equivalent experience is recommended for all Ph.D. students.

1. Teaching assistantships are awarded on the basis of academic merit and, if appropriate, demonstrated effectiveness as a TA. Merit is determined on the basis of course grades, timely progress through program, and faculty evaluations of performance. Faculty provides written evaluations of class performance (including independent studies, directed readings, etc.) for all graduate students. These evaluations address the quality of student writing, oral presentation and research skills. Students' own written self-assessments (required annually of all students) are also taken into account in determining merit. TA effectiveness is assessed via faculty evaluation and ESCI student evaluations.
2. Graduate students are eligible for a total of 12 quarters of combined TAs and Associate Appointments from the department without requesting an Exception to Employment Policy from the Department Chair. The total length of time a student may hold any one or a combination of the following titles may not exceed 12 quarters: Reader, Remedial Tutor, Teaching Assistant, and/or Associate. Under special circumstances, an exception may be granted for additional appointments beyond 12 quarters. Department Chair approval of an Exception to Employment Policy is required for employment of 13-15 quarters; Graduate Division approval is required for 16-18 quarters. University of California rules prevent employment over 18 quarters of TA/Associate appointments.
3. Graduate students with 1 or more incomplete grades are not eligible for TAs.
4. Graduate students apply for TAs annually, during the spring quarter. Awards for each academic year are announced at the end of spring quarter of the preceding year. Incoming students may be awarded TAs as part of their funding package. Awards to incoming students are made on the basis of merit.
5. All first time TAs and new graduate students are required to attend the campus TA Orientation held at the beginning of Fall quarter and to attend the departmental TA training sessions.

A student employed as a Teaching Assistant will be paid once a month on the first of the month, for services rendered the preceding month. If you begin in Fall Quarter, your first paycheck will be issued on November 1. Students employed in either a TA/GSR title may borrow up to the amount of their first paycheck when the quarter begins through the TA/GSR loan program (see the Office of Financial Aid). They may also defer up to 2/3 of registration fees and tuition and make monthly payments until the end of the quarter.

The gross salary of a Teaching Assistant employed at 50% time for 2010-11 is approximately \$1,848.56/month.

1 qtr. = \$5,545.68

2 qtrs. = \$11,091.36

3 qtrs. = \$16,637.04

In addition to the salary, the award of a Teaching Assistantship of at least 25% time or a Graduate Student Researcher of 25-34% time will qualify the student for a partial fee offset and a payment of health insurance per quarter. The fee offset and health insurance payment will be credited to the student's BARC (billing account). In Anthropology, TAs are employed at 50% time and if assigned to Anth 2, 3, 5, or 7 will teach three discussion sections per week. TAs employed at 50% who are assigned to upper-division courses may or may not be required to hold discussion section based on the structure

of the course.

### **Readers**

Readers are hired for professor or associates who have upper-division classes that exceed 30 students. For each student in excess of 30, the reader works one (1) hour. For example, a class of 42 students would provide 12 reader hours at approximately \$12.72/hour. Readers do not hold office hours or lead sections. They read exam/papers in upper-division courses. Readers may not be currently enrolled in the course for which they are reading. Readers ideally must be currently enrolled at UCSB; have a cumulative GPA of at least 3.0; and should have taken and received at least a 'B' in the course or its equivalent in which they are serving. Readers are not paid for attending the class for which they are reading.

### **Doctoral Student Travel Grant (Graduate Division)**

Available to doctoral students who have advanced to candidacy, or M.F.A. students in their second year and in candidacy, who have been invited to present a research paper at a scholarly meeting, or to give a performance, or to present the results of research before a distinguished audience. Students are eligible to receive support for one trip during their scholarly career. Applicants must be registered or on an approved leave of absence. Students in joint degree programs are eligible for up to one-half of the regular allocation. Student applications for travel funds must be accompanied by an abstract of the paper to be presented, a copy of the formal invitation, and a letter of support from the student's advisor indicating the importance of the forum. The conference must be an important one to the discipline; preference will be given to travel associated with potential academic employment. Funds are limited; applications are accepted year-round until funds are expended or until May 15, whichever occurs first. For information and application form visit <http://www.graddiv.ucsb.edu/pubs/#fn>.

### **Extramural Funding**

Numerous governmental and private-sector fellowships are available to graduate students. Students can begin a funding search by signing up for an e-mail account, gaining access to the Internet and visiting the Graduate Division's website located at [www.graddiv.ucsb.edu](http://www.graddiv.ucsb.edu). It provides links to financial support information, notably The Source. The Source features regularly updated listings of national fellowship announcements and links to various funding sources and databases

You are also encouraged to visit in the reference section at the UCSB Davidson Library. It provides a variety of directories describing sources of funding and research opportunities including fellowships, grants, internships and jobs, and useful references on proposal and resume preparation.

For information on any aspect of graduate student financial support, please see the Financial Support section of the Graduate Division's web site address: <https://www.graddiv.ucsb.edu/financial/> or contact them at (805) 893-4653.

### **IRIS**

The Illinois Researcher and Information Service (IRIS) is a large database of private and governmental organizations which dispense financial support in the sciences, social sciences, arts and humanities. Continuously updated, IRIS contains approximately 5,000 listings of available research grants. All

graduate students have access to IRIS via Graduate Division's website. Fellowship opportunities are also compiled and updated in Reference Services on the first floor of the main library.

The graduate program assistant posts job opportunities, extra-mural and campus-wide fellowship information on graduate student bulletin boards and via email.

### **Need-Based Financial Support**

Graduate students may apply for need-based loans and work-study awards through the Office of Financial Aid. The process is initiated by completing the FAFSA, Free Application for Federal Student Aid, and submitting the form by March 2<sup>nd</sup>. The programs are based entirely on demonstrated financial need. Questions about the programs described in this section should be directed to the Office of Financial Aid (893-2432). Only **U.S. citizens and eligible non-citizens may apply for funds administered by the Office of Financial Aid**. Eligible non-citizens are those who are in the U.S. for any other purpose other than a temporary purpose. You meet this requirement if you have an I-151 alien Registration card, an I-94 Arrival-Departure Report Card stamped "refugee" or "applicant for adjustment", or have been granted asylum in the U.S.

### **Eligibility**

The Office of Financial Aid uses a standard student budget for the initial calculation of your eligibility for various programs. Students' eligibility for any financial aid program is determined by comparing their resources to their budget. The Office of Financial Aid does its best to meet student needs after taking into account other financial resources, including teaching and research assistantships, fellowships, veterans' benefits, etc. Assistance is usually offered as a combination package. A good basic rule to follow is to never borrow more than you really need.

### **Work-Study**

This program enables students to earn money while they are in school. Wages for non-academic student titles are at or above current minimum wage. Many departments on campus hire work-study students in a variety of jobs. If you receive Federal Work Study Program funding as part of your Financial Aid package and the Department of Anthropology wishes to hire you, please provide the Department with your Work Study Referral Form from the Financial Aid Office. In addition to work-study, you may wish to supplement your financial aid award by applying to several loan programs. Contact Financial Aid Office for more details and current rates. Remember that you will have to repay these loans someday, and although they are a valid part of an aid package you should think carefully before accepting them. It is possible to accumulate heavy debt over your college career and this could be a financial burden for you when it is time to repay your loan.

### **Part-time University Staff Positions**

Many part-time University staff positions are available. Jobs are listed at the Counseling and Career Services Office, as well as in the academic departments, and the campus Human Resources Office (<http://hr.ucsb.edu/>). Students are allowed to work up to 20 hours per week (50% time) while enrolled in a graduate program. Students may be allowed to work up to 75% time total with Department Chair approval and over 75% time total (all appointments combined) with permission from the Graduate Division via an Exception to Employment Policy form.

### **International Students**

International graduate students may apply to the Office of International Students and Scholars for President's Work-Study funds, which are often combined with a University grant-in-aid. Work-study funds are earned through employment on campus. To be eligible for work-study support you must have

been enrolled on this campus for at least two quarters. The level of funding varies considerably with demonstrated need and availability of funds. For more information on financial aid for international students, consult with the office of International Students and Scholars.

**Teaching Assistant Guidelines**  
**Department of Anthropology**  
Revised Fall 2010

**I. Responsibilities**

- A. Teaching assistant duties vary so widely from class to class that it is impossible to establish universal guidelines. Consequently, the teaching assistant should ask the course instructor or the head teaching assistant about responsibilities when questions arise. The following is a general outline of duties for most classes:
1. The TA attends all course lectures and has good command of the reading material.
  2. The TA attends weekly TA meetings. These meetings are generally run by the instructor and/or the Head TA, and are for the purpose of planning the following week's sections and other course-related activities.
  3. The Head TA is selected by the instructor based on seniority and/or experience. In general, the Head TA is responsible for leading one section per week (occasionally there are Co-Head TAs in which they each hold two sections per week). The Head TA is also responsible for assisting with the administration of the course, and other duties as outlined by the instructor.
  4. Usually, the TA is assigned three sections per week. Each has about 30 students. The purpose of sections is to give students the opportunity to discuss both lecture and reading materials. Rather than present material of his or her own, the job of the TA is to clarify and integrate materials presented in the lectures and readings, and to help students relate them to larger issues beyond the classroom.
  5. The TA is encouraged to prepare a section syllabus in order to clearly outline goals and expectations to students for section in addition to lecture.
  6. The TA has flexibility in terms of activities to prepare for section (e.g., group exercises, discussion prompts, etc). However, to insure equitability across sections, if a TA decides to prepare quiz material or extra credit assignments not listed on the course syllabus, the TA must discuss such assignments with the instructor and/or the Head TA before distributing them in section.
  7. The TA is required to hold two hours of office hours each week. Evening hours are discouraged. Before exams, this minimum should be expanded. In addition, a TA has to inform their students (preferably during the first section meeting) that they are also available by appointment. However, office hours and additional appointment hours should not exceed 3 hours per week for a 50% TAship.
  8. The TA is usually responsible for copying and distributing class syllabus, midterm, final exam and other class related materials. The Department Risograph machine

should be used when making more than 20 copies. The sign-up sheet in the copy room should be used during midterms and finals.

9. The TA is responsible for sending any email notices to students. The TA is responsible for creating email u-lists for each section taught. U-Lists should be used to send messages to all students enrolled in a class via a single e-mail address.
10. Papers are required in some classes and are optional in others. The TA usually helps students choose topics and locate source materials. In such cases the TA will also be required to read and grade course papers. The instructor or Head TA must provide a grading rubric, or at minimum, provide the TA with a clear understanding of what constitutes an exemplary student paper.
11. The TA is responsible for proctoring exams.
12. The TA is not responsible for assigning course grades to students--this authority rests solely in the hands of the instructor. However, the TA is expected to handle all of the administrative tasks related to the assignment of course grades. These tasks include taking attendance, grading exams and papers, adding scores, entering course grades in computer files, and entering course grades on egrades.
13. The TA may be responsible for distributing grades to students. Grade distribution may be done via gauchospace if available for the course or via email. Emails with confidential information including grades may be sent to students by the TA only if sent to the student's email address on file for the course (generally a u-mail address). Grades may NOT be distributed to parents, friends of students, etc.
14. The TA is responsible for giving his or her grade records to the course instructor when the course is finished. These should be handed over to the Instructor or to the Head TA in an orderly fashion (i.e., in an excel file alphabetically organized by section).
15. The TA may be responsible for assisting in scheduling films shown in class. TAs may be asked to pick up or place films on reserve at Kerr Hall (this responsibility usually falls to the Head TA).
16. The TA may be responsible for assisting in the preparation of exams. It is appropriate for TAs to contribute test questions for exams (e.g., multiple choice questions), and assist with the collation of questions, editing and proofreading of exams. The instructor should, however, be responsible for approving the final version of the exams and provide direction as to the format and content of the questions.

## **II. General Expectations**

- A. TAs should have successfully completed the departmental TA training during their first quarter.
- B. TAs should thoroughly read the supplementary agreement form provided by the instructor of record. Any questions, comments or concerns, including scheduling conflicts, should be promptly addressed with the instructor and/or the Head TA.

- C. The TA is expected to adhere to the University code of conduct, which can be found at: <http://www.ucop.edu/acadadv/acadpers/apm/apm-015.pdf>.

### **III. Prerogatives**

- A. A TA is provided office space within the department--normally three students in small office or up to 10 in a large office.
- B. A TA is provided desk copies of reading materials used in the course. All necessary readings will be provided to the TA at no cost from the instructor of record. These materials include published books, readers, or electronic access to course materials. These materials are obtained from the course instructor, generally during the start-up meeting.
- C. Supplies needed for teaching are acquired from the department office staff. Departmental supplies are not for personal use, including work for classes in which the TA is a student.
- D. A TA may use the instruction code for copying materials for teaching purposes only and only with the instructor's approval. Students are to use personal copy codes for materials reproduced for personal use, including courses in which the TA is a student, and the cost per copy is charged to the student at the current rate.
- E. A TA must request the use of Departmental letterhead from the Anthropology graduate program assistant. Documents for which the TA requests Departmental letterhead (e.g., letters of recommendation for students) must be submitted via email to the Anthropology Graduate Program Assistant. The Graduate Program Assistant will then print the document and place it in the TA's mailbox. A TA may not use Departmental stationery to request free copies of books from publishers.

### **IV. Assignment of TAs to Courses**

- B. A TA is assigned to courses chiefly on the basis of enrollment.
- C. A TA is encouraged to make their course preference known on the Annual Student Report and is given the courses requested whenever possible.
- D. In general, a TA is told which classes they will be assigned to well before the quarter begins. In practice, it is impossible to make anything more than tentative commitments until final enrollment figures are available. In some cases, a TA may not know their assignments until the first day of class. Once assignments are finalized, the TA is encouraged to contact the instructor of the course to find out if section will be held the first week of the quarter.

### **V. The Evaluation of TAs and Renewal of TAs**

- A. Each TA is responsible for obtaining course evaluations for each section he or she teaches. The evaluations are kept on file in the Department office and are available to faculty members both when they consider the reappointment of TAs and when they write letters of recommendation. The evaluation forms are made available to the Teaching Assistants by the Department staff. The TA generally brings the evaluation forms to section, briefly explains

the evaluation process, and hands out forms to students. However, evaluations are collected and returned to the Anthropology Department office by a student volunteer. Completed forms should not be handled by the TA.

- B. ESCI score reports are made available to Teaching Assistants via email after course grades have been turned in. Photocopies of written comments remain on file in the department office. The TA may request to view or make photocopies of the written evaluations from the Staff Undergraduate Advisor, but the original evaluations may not leave the department main office. The department is unable to provide copies of TA evaluations to other departments.
- C. Renewal of the TAship is based on the individual's performance both as a student in the graduate program and as a TA. If a person is a good TA but an undistinguished student, the TAship may be given to someone else whose academic work is more promising. Similarly, a person who is a good student but a mediocre TA may not be reappointed for additional quarters. In general, a maximum of 12 quarters Anthropology TAships are available to each Anthropology graduate student.
- D. Graduate students are encouraged to be proactive in terms of securing other sources of funding. Many other departments offer TA appointments to Anthropology graduate students. Announcements of open positions are usually distributed over the department listserv. Graduate students are encouraged to contact other departments or check other departments' websites for openings as well. Graduate students should make themselves aware of and apply for any relevant fellowship opportunities as well (e.g., NSF Graduate Research Fellowship, Ford/Javitz Fellowship, etc.)

## **VI. Employment Limitations**

- A. TA appointments may be held in conjunction with other appointments (e.g., Reader positions, RA positions, Associate positions). Each TA may hold a maximum appointment of 75% time per quarter. In order to qualify for an appointment above 50% TAs must be in good standing and such outside appointments are subject to department approval. The following summarizes guidelines regarding maximum academic employment:
  - 1. For Domestic Graduate Students, employment up to 12 quarters of TA/Associate appointments (total, in all departments) or up to 50% time combined does not require an exception to employment policy approval form.
  - 2. Employment from 13-15 quarters of TA/Associate appointments or from 51% to 75% time requires the Department Chair's approval on an exception form.
  - 3. Employment from 16-18 quarters of TA/Associate appointments or over 75% time requires Department Chair approval AND GradDiv approval.
  - 4. Graduate students are limited by the UC to 18 quarters of TA/Associate appointments.
  - 5. International students are limited to 50% employment maximum in an academic session.

6. Domestic and International students may work up to 100% time without exceptions during academic breaks between quarters and summer session.
  7. Graduate Division approval is required for employment of all students who are not in good standing (such as over time to advance and over time to degree.)
  8. Students on probation are not eligible for employment.
- B. Hourly breakdowns of percentage appointments are as follows:
- 100% time = 40 hours/week
  - 75% time = 30 hours/week
  - 50% time = 20 hours/week
  - 25% time = 10 hours/week

### **Certificate in College and University Teaching (CCUT)**

The UCSB Certificate in College and University Teaching (CCUT) is designed for students who wish to demonstrate superior competence and experience in preparation for teaching at the university or college level. Certificate requirements include completion or attainment of a number of teaching-related skills and experiences culminating in independent instruction of an entire course with the support of a UCSB faculty mentor. Students interested in getting the certificate thus need to obtain a position as an independent instructor either as a Teaching Associate in the regular or summer session on campus or at an off-campus junior college, college, or university location. Certificates are awarded in conjunction with a Ph.D. or MFA degree upon completion.

For more information, please see <http://www.graddiv.ucsb.edu/academic/ccut/>.