

Northern Arizona University Politics & International Affairs Department
Application For Graduate Teaching Assignment
*Application and required materials due to department office by **TBA***

Name _____ NAU ID# _____ Date _____
Phone: Local-home _____ Work _____ Cell _____
NAU email address: _____@nau.edu

Qualifications: In order to apply you must be a PhD student who has:
1) Completed all formal coursework and passed comprehensive exams. Date passed: _____
Exam fields: _____
2) Taken POS 691 Professional Development. Taken Semester _____ Year _____
If you have not met all these requirements but have extenuating circumstances, attach an explanation.

Preferred Semester(s) you want to teach: Fall 2014 Spring 2015 Either (no preference) Both
(Actual course assignments may or may not be able to match your preference)

PIA Faculty member who will serve as your teaching mentor : _____ (Required)

Course(s) you want to teach:

POS _____ POS _____
POS _____ POS _____

If you are applying for POS 110, 120, 201, 220, are you interested in teaching In person Web Either

If you are qualified to teach more than one course, you may increase your chances of being chosen to teach by listing several courses.

SUBMIT ALL THE FOLLOWING WITH YOUR APPLICATION (submit #6 separately):

- 1) Description of previous teaching/classroom experience, as an instructor or graduate assistant. Be specific about your competencies to teach in the specific areas.
- 2) **Complete syllabus for each course listed above.** For Syllabus Approved Format and Syllabus Policy Statements, go to <http://jan.ucc.nau.edu/academicadmin/UCCForms.htm> . If the course you are applying to teach is Liberal Studies, your syllabus must specify a *learning outcome and a mode of assessment for that outcome*.
- 3) Program of study showing completion of all course work in the major
- 4) Curriculum vitae, updated to the present
- 5) Previous teaching evaluations. If you have never taught or cannot provide evaluations, attach explanation.
- 6) Separately (not attached to your application): Two current letters of recommendation, from your advisor and one other faculty member to go directly from them to the PIA office c/o Laurie Gilbreth. Letters should specifically address your teaching abilities and your oral and written communication skills.

Applications lacking any of the above items are incomplete. The reviewing committee may not consider an incomplete file, or the absence of required items may negatively affect decisions.

Teaching assignments are dependent on department needs and funding resources. The final selection is made by the department Chair based on recommendations of the Graduate Programs Committee. Fulfilling the listed requirements makes a student eligible for consideration for teaching; it does not guarantee any teaching assignment or a particular course, semester, or format. A primary department goal is to make teaching opportunities available to the most students possible; thus applications from students with no or less experience may be favored over those with more experience.

Students are hired as instructors on a per-course pay basis, not as a graduate assistant. For further information on compensation arrangements please talk to the department chair, Dr. Geeta Chowdhry.

➔ **APPLICATION DEADLINE: TBA** ←

Deliver to Laurie Gilbreth in SBS 224 or mail to her attention at P.O. Box 15036, Flagstaff AZ 86011