

UNIVERSITY OF NORTH TEXAS DEPARTMENT OF HISTORY  
GUIDELINES FOR TEACHING FELLOWSHIPS AND  
TEACHING ASSISTANTSHIPS

I. Graduate Awards Board

Article VIII, Section 2 of the Charter of the Department of History, UNT, reads:  
“The Graduate Committee shall appoint a Graduate Awards Board (GAB) composed of the Department Chair, the Supervisor of Part-time Teachers, the Graduate Advisor, and three members from the tenured associate professors and professors. The Supervisor of Part-time Teachers will be the chair of the GAB. Its duty is to select the graduate students who may be offered positions as teaching fellows and teaching assistants in the Department of History.”

II. Awards

- A. Awards consist of teaching fellowships and teaching assistantships.
- B. Teaching fellowships consist of the independent teaching of one or two sections. Appointments will be for one semester at a time.
- C. Teaching assistantships consist of aiding full-time faculty in the teaching of survey courses. Appointments will be for one semester at a time.
- D. Alternates
  - 1. Applicants for teaching fellowships and teaching assistantships who are highly rated but for whom there is no teaching position available are designated by the GAB as alternates.
  - 2. Alternates may succeed to teaching fellowships and teaching assistantships in the order of their ranking by the GAB should such positions become available.

III. Teaching Fellowships and Teaching Assistantships

A. General

- 1. All awards are tentative depending upon sufficient funds being allocated for teaching fellows and teaching assistants and sufficient enrollment to fulfill the teaching obligations of the full-time faculty. After these obligations are met, class sections will be assigned to teaching fellows and teaching assistants, giving first priority to the teaching and scheduling needs of the Department.

Those students who have been admitted without provision to the graduate program in history or who, once admitted, have met all conditions for full admission by the time the award becomes operative, will be eligible to receive awards.

2. Each applicant for an award is evaluated holistically, taking into account the student's score on the Graduate Record Examination, grade point average, letters of recommendation, status of acceptance into the history graduate program, progress toward completion of degree, and, if already the recipient of an award, performance in the classroom.
3. Awards will be for one semester; reappointment for a second semester is contingent on acceptable teaching performance, acceptable progress toward a degree, and the restraints of III.A.2 above.
  - a. Persons failing either the written or oral comprehensive exams for the doctoral degree may not teach or assist after the semester during which they fail until they pass that exam.
  - b. Other things being equal preference for reappointment will be given present and previous holders of awards (contingent on acceptable teaching, assistance, and progress toward a degree) until completion of the student's degree or degrees.
4. Occasionally the Department may assign three sections to a teaching fellow. Any such assignment is made shortly before the beginning of a semester on brief notice, and when it is imperative that a section be assigned immediately. No protocols, including adherence to seniority or imputed merit among teaching fellows, govern these assignments. At the discretion of the Department Chair, such considerations as the immediate availability of a qualified teaching fellow, the lack of conflict between the existing schedule of a qualified teaching fellow and the section to be assigned, the relative nearness of a qualified teaching fellow to completion of all Ph.D. requirements, or any other relevant circumstance, will inform the decision. In any event, the decision of the Department Chair is not subject to review.

#### B. Summer Teaching Fellowships

1. Summer teaching fellowships will be awarded consistent with these guidelines.
2. At the discretion of the Department Chair, preference for summer teaching will be given to those holding teaching fellowships during the preceding long session.

### C. Course Load Requirements

1. Persons accepting awards from this Department shall be required to enroll in, and complete successfully, at least six courses in the major or minor (eighteen semester credit hours) during each twelve-month period from their initial enrollment until the completion of all course work.
2. The course load requirement must consist of courses directly applicable to the person's degree program, or related courses approved in writing by the person's advisory committee. It is understood that this requirement applies to all persons accepting awards irrespective of requirements listed in the Graduate Catalog at the time they entered graduate school, or of the degree sought, or of prior understandings. Courses taken to remove deficiencies or to prepare for language examinations are specifically excluded from those courses applicable to a person's degree program, or from any related courses that may be approved by the person's degree committee.
3. Award holders who fail to maintain the required load may not have their awards renewed until after the passage of the subsequent long semester and the two intervening or adjacent summer semesters.
4. Award holders who are candidates for a master's degree with thesis option may limit their enrollment to three hours of thesis per long semester after they have completed their course work. Award holders who are candidates for the degree of doctor of philosophy may enroll for three credit hours of dissertation per long semester after they have successfully passed their preliminary examinations.

### D. Other Employment

1. It is assumed that persons accepting awards from this Department will regard their teaching fellow and teaching assistant duties as their primary occupational commitment.
2. Award recipients who intend to hold jobs in addition to their positions as teaching fellows and teaching assistants must have the approval of the Supervisor of Part-Time Teachers and the Department Chair for their additional employment.
3. In scheduling teaching fellow and teaching assistant duties, no special consideration will be given because the award-holder has a second job.

### E. Other Responsibilities, and Choice of Residence

1. The Department recognizes that persons accepting awards may have, or develop, family, community, or other responsibilities in addition to their obligations as teaching fellows, teaching assistants and students.
2. The Department recognizes that persons accepting awards may choose to live in places that make it inconvenient for them to accept assignments as teaching fellows or teaching assistants at certain times.
3. The Department will make an effort to schedule teaching fellow and teaching assistant duties at times compatible with preferences stated by award recipients about family, community, or other responsibilities, or choice of residence. However, the needs of the Department come first with respect to the assignment of teaching fellows and teaching assistants.
4. **All teaching fellow awardees must be available to come to the campus during the week prior to the start of classes in the fall.**  
All teaching fellow awardees, irrespective of their level of experience, who have not attended the University symposium for teaching fellows must plan to do so after the dates for the symposium have been announced. The departmental meeting for teaching fellows will be held at a time that does not conflict with the University symposium. All teaching fellows without exception must attend this departmental meeting. Failure to attend will jeopardize a recipient's present award as well as any consideration for future awards.

IV. Upon approval by the GAB and the Department Chair these guidelines will become effective and may be amended by agreement by the GAB and the Chair. Recipients of awards will be governed by the guidelines in force at the time the award is made.

Revised, GAB, 3-11-98  
Approved, Chair, 3-11-98  
Amended, Chair, 7-30-09