THE NEW SCHOOL
A UNIVERSITY

2013-2014
UNIVERSITY-WIDE CALL FOR APPLICANTS
TEACHING FELLOWSHIP OPPORTUNITIES

MISSION STATEMENT

Teaching is at the core of the academic enterprise of The New School. Teaching Fellows are considered apprentice teachers and, as such, play an important role in an educational environment that supports the university's historic mission to develop life-long learners. To support this role, the university provides its advanced graduate students with opportunities to obtain education, training, mentoring, and experience in college and graduate-level teaching.

TEACHING FELLOW

Teaching Fellows serve as the instructor of record with independent responsibility for the course. They work under the supervision of a department or program chair in the Division/Program in which they teach. They are also considered apprentice teachers and, as such, will participate in the University Pedagogy Seminar if they have not already done so, as well as any divisional faculty orientations. Teaching Fellows are selected through the University Teaching Fellowship Program application process coordinated by the Provost's Office. Teaching Fellows may teach courses in the discipline of their own graduate major, in related disciplines where an interdisciplinary approach to teaching is encouraged and/or warranted, as well as in courses designed to develop research skills and other proficiencies, such as mathematics and statistical methods.

Criteria for Eligibility:

- Students in programs that offer doctoral degrees at The New School must be accepted into a doctoral degree program at the time of application.
- Students enrolled in terminal master's programs (or programs that only offer a master's degree at The New School) must be finished with 50% of their Master's degree program by the end of spring 2012. Students in this category will be deemed "Tentatively Eligible" at the time of application, and a final review of eligibility will occur once grades are posted for the spring semester.
- The Chair or Director of the hiring department or program may set additional qualifications for teaching fellows.
- Students may not have more than 1/3 of their courses with grades of "incomplete"
- Students must have achieved a minimum cumulative GPA of 3.4
- Students must be within the time limit for attaining their degree
- Students must be matriculated full-time (enrolled in courses or maintaining status) in the semester in which they teach

Duties as a Teaching Fellow:

- Attend all course meetings
- Read and grade all assigned coursework
- Revise syllabus as needed in consultation with appropriate divisional faculty member or Department Chair/Program Director who will determine and clarify (if needed) course goals and objectives for student learning
- Develop all assignments in consultation with appropriate divisional faculty member, Chair, or Director
- Assess all student learning including assignments, papers, projects and attendance
- Make themselves available to their students for individual academic assistance
- Participate in a University Pedagogy Seminar in the first semester they are teaching as a Teaching Fellow if they have not already done so as a Teaching Assistant
- If the course is online, complete Blackboard tutorial prior to the beginning of semester teaching

- Familiarize themselves with student services and other academic support so that students can be referred for support or assistance as needed
- Abide by all University academic, personnel policies and guidelines, including completion of the FERPA tutorial
- Please note: Graduate Students are allowed to hold up to two (2) Teaching Assistantships, or one (1) Teaching Assistantship, and one (1) Teaching Fellowship, or one (1) Teaching Fellowship in a single semester.
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Compensation for Teaching Fellowships: Teaching Fellows are paid a bi-weekly stipend of $5,500 for the duration of the teaching period. Estimated time commitment is 10 hours per week.

APPLICATION PROCEDURE – Please note that the application process has changed from last year:

1. For additional information on Teaching Fellowships, review the Provost's Office website at: http://www.newschool.edu/leadership/provost/students/teachingfellowships/ Documents are in a box on the right-hand side of the page

2. Then, log into the university's site to apply: https://careers.newschool.edu/
- Click the "Students" button
- Select the job "Teaching Fellowships 2013-2014"
- Click on "Apply to this Job"
- Create an account if you do not yet have one.
- Follow the instructions, complete and submit the online application form. In addition to the online form, you will need to include the following documents:

- A cover letter that addresses your academic and professional goals and projects a timetable for completion of your degree
- A curriculum vitae (vitae should detail academic courses taken at the graduate level and any prior teaching, including Teaching Assistant, experience)
- A short paragraph describing each of two to four courses you would be interested in teaching and why. Note: this is an application exercise intended to develop a sense of your teaching potential and not a formal proposal for teaching a new course; Teaching Fellows are normally assigned to courses needed by the program. Please also list foundational courses in the discipline(s) you are qualified to teach.

TIMETABLE FOR APPLICATION PROCESS

October 16	University-wide Call for Teaching Applications
November 15	Deadline for electronic application submission
November 26th	Provost's Office emails ineligible students notification of their status
January 18 – February 15	Provost's Office informs selected Teaching Fellows about offers via email
February 18	Provost's Office emails students not receiving Teaching Fellowships
February 15 – March 18	Human Resources mails selected Teaching Fellows appointment letters

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The spreadsheet below lists the *tentative* maximum number of Teaching Fellowship opportunities for graduate students in the 2013-2014 academic year in each department/discipline.

Department and/or Discipline (Division is listed when specific courses are indicated in quotation marks."	**Tentative Maximum Teaching Fellowships in 2013-2014**
ACCOUNTING	2
ANTHROPOLOGY	3
CULTURAL STUDIES & MEDIA	2
DESIGN & MANAGEMENT (Business Ethics)	3
ECONOMICS	3
FINANCE	1
FIRST YEAR WRITING (First Year Writing required course at Lang)	4
FOOD STUDIES	3
GLOBAL STUDIES	4
HISTORY	1
MARKETING (Global)	1
MATH	2
MILANO SCHOOL of INTERNATIONAL AFFAIRS, Management and Urban Policy	1
Parsons/ADHT - Open Electives Courses	4
PHILOSOPHY	6
POLITICAL SCIENCE	5
PSYCHOLOGY	11
QUANTITATIVE METHODS	1
SOCIOLOGY	4

In addition, positions in other areas sometimes arise due to unanticipated staffing needs.

If you have questions:
- Technical questions about navigating the application system:
Miguel Roman, Director of Staffing Services – Human Resources: romanm@newschool.edu

- Other questions:
Carolyn Comiskey, Director of Assessment and Curricular Support, 212 -229-8947 ext. 2758 or *comiskec@newschool.edu*