**CONDITIONS & CRITERIA FOR SELECTING TEACHING ASSISTANTS**  
**UHM DEPARTMENT OF ANTHROPOLOGY**

**Conditions:**
1. Applicants must submit a complete application form to be reviewed by the Awards Committee. In addition, three current letters of recommendation from recent instructors and your annual progress report must be submitted.

2. If applying for the academic year, those not awarded a Teaching Assistantship in the fall will also be included in the pool of applicants for any spring semester vacancies.

3. Applications for temporary positions do not go into the department pool. A new application is required when any position is advertised.

4. T.A. positions are appointed on a year-to-year basis. Appointments beginning in the spring semester are made for the spring only and may be renewed for one year beginning August 1 upon satisfactory performance. The maximum length of appointment, subject to satisfactory performance and/or availability of funds, is two years for M.A. students and three years for Ph.D. students with a maximum tenure of three years.

5. Students may not “defer” their appointment. If they submit an application, and are selected, then decide to take a leave of absence, they must resign and re-apply the next time a recruitment is advertised.

6. Applicants must fulfill the requirements of the Graduate Division for Teaching Assistants and have successfully completed all undergraduate deficiencies at the time of their appointment.

7. Specific instructional needs of the Department are also taken into consideration in appointing new Teaching Assistants. For example, if a T.A. is needed to teach a course in a specific subfield of anthropology (e.g., a course that focuses on archaeology, cultural, physical, or linguistic anthropology) the applicant’s academic training will be taken into consideration.

8. TAs hired with a .50 FTE appointment will qualify for a 100% tuition exemption, which does not include student fees, if they are employed for at least 12 weeks of the semester as defined by the Graduate Education. TAs who resign before the 12 week minimum employment will be responsible for paying their full tuition. TAs who cannot fulfill their duties for the duration of the semester, must resign and have their salary prorated based on the number of days worked.

**Specific Criteria:**
The Application will be ranked according to Minimum and Desirable Qualifications

1. **Minimum Qualifications**
   a. Academic excellence (GPA)
   b. Evidence of progress in the department (no deficiencies, taken required core seminars, etc.)
   c. Full-time graduate student in anthropology

2. **Desirable Qualifications**
   a. Sufficient background in both cultural and archaeology (for 151 and 152 TAs) Sufficient training in biological or physical anthropology (for 215/215L TAs)
   b. Strong verbal communication skills
   c. Undergraduate teaching experience

(Rev. 2/3/15)