

Department of Veterinary Science and Microbiology Graduate Teaching Assistantship Guidelines

Priorities:

Graduate Teaching Assistantship assignments will be prioritized in the following order.

1. Students of professors or nominated by professors who teach the core lab courses within the Microbiology and Veterinary Sciences majors.
2. Students of professors who teach elective lab courses will be ordered based on enrollment. Larger enrollments will take priority.
3. Other students will be assigned Graduate Teaching Assistantships based on professors' requests and the students' qualifications to meet the teaching requirements of the department.

Departmental Responsibilities:

1. Heads, of departments from which applicants have historically applied, will be notified of the application deadline at least 30 days in advance. In addition, the deadline will be posted on the Veterinary Sciences and Microbiology web site:

<http://microvet.arizona.edu/Graduate/index.html>

2. Regardless of whether a Graduate Teaching Assistantship is granted or denied, the department will notify all applicants, in writing, within 1 month after the application deadline.
3. Successful applicants will be notified of the courses they will teach and the times of the courses in their acceptance letter.

Student Responsibilities:

1. It is the students' responsibility to know the application deadline and to fill out the on-line application form completely. Incomplete or late applications will not be considered.
2. Students receiving Graduate Teaching Assistantships must notify the Department of Veterinary Science and Microbiology in writing, or via email, whether they wish to accept the Graduate Teaching Assistantship, within 14 days of being notified.
3. Scheduling conflicts: Students must plan their academic schedules, to meet their assigned courses. If the teaching assignment interferes with the student's academic schedule, s/he must notify the department. The department, in concert with the student, will make effort to

resolve these conflicts by rearranging assignments. However, if the scheduling conflict cannot be resolved, the student will still be required to meet his/her teaching assignments.

4. Students may not switch teaching assignments with other students without the consent of the department's Microbiology Curriculum Committee (MCC), and all professors involved. All requests and approvals must be sent in writing, or email, to the Chair of the MCC. If the request is not granted, the students are committed to the teaching assignments and times specified in the original letters.

Professor Responsibilities:

1. If a professor has a preference for a particular student, s/he must contact the department by the application deadline to ensure that the student is assigned to the course.
2. If a professor receives funds to support a student after the student has accepted the Graduate Teaching Assistantship assignment, the professor must notify the department immediately.
3. The department, in concert with the professor, will make an effort to find another student for the assignment. If another student cannot be found, the department will expect the original student to fulfill the teaching assignment. Failure to fulfill the assignment will seriously jeopardize the student and other students from the professor's laboratory from obtaining subsequent Graduate Teaching Assistantships from the department.