

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

Conditions:

1. Applicants must submit a complete application to be reviewed by the Awards Committee.
2. As part of the application, three current letters of recommendation from recent instructors, annual progress report, and a statement that includes how the applicant fulfills the criteria of the award must be submitted.
3. 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.
4. Applications for temporary positions do not go into the department pool. A new application is required when any position is advertised.
5. 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.
6. 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.
8. 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.
9. 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.

Specific Criteria:

The Application will be ranked according to Minimum and Desirable Qualifications

1. **Minimum Qualifications** [N = Does not meet minimum qualifications; Y = Meets minimum qualifications]
 - Advancement in graduate program in anthropology. [Preference will be given to those candidates who show timely progress in the formal steps of the program (especially completion of core courses). This is not to be equated with "seniority" in terms of length of residence in the program; generally the applicant will be at least in the 2nd year of the graduate program.]
 - Academic excellence (GPA)
 - Evidence of progress in the department (no deficiencies, taken required core seminars, etc.)
 - Strong faculty recommendations (3 letters are required)
2. **Desirable Qualifications**
[0 = Does not meet desirable qualifications; 1 = Meets desirable qualifications; 2 = More than meets desirable qualifications]
 - Training in 4 subfields
 - Strong verbal communication skills
 - Undergraduate teaching experience
 - Likely to continue in the Ph.D. program