

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
DEPARTMENT OF CLASSICS
GRADUATE TEACHING APPOINTMENT CONTRACT

Complete, Copy, and Return to Student Services Manager

Terms of Appointment for Teaching Fellows in Latin and Greek Courses

Job Description. The Teaching Fellow will teach one section of Latin or Greek. GREK and LATN 101 and 102 each meet four times a week; GREK 203 and 204 and LATN 203, 204, 601, and 602 meet three times. All Teaching Fellows are expected to follow the approved syllabus and to employ the textbooks assigned (if these are specified for a given course); to meet their classes regularly and at the officially assigned hour; to be available to their students for consultation at regular intervals, for a total of at least two hours per week; to attend any meetings requested by their faculty supervisor; and to participate in the planning and administration of common examinations and other assignments whenever these are a part of the syllabus of the course. TFs plan and teach all daily lessons, keep roll, and plan and grade tests and homework. TF have primary responsibility for assigning final grades in their courses. Within these limits, Teaching Fellows have freedom to express academic views in class relevant to the material being studied, including literary, aesthetic, philosophical, and historical judgments.

TFs are expected to contribute to the Department in other ways as well. These include hosting prospective graduate students, attending and occasionally assisting with lectures by visiting speakers, participating in outreach activities such as the beginning-of-the-year undergraduate event and the annual convention in Chapel Hill of the Junior Classical League, and other activities as requested by the administrative staff.

Workload. The TF's responsibilities should not exceed an average of twelve hours per week.

Training requirements. TFs in Latin courses must have taken and passed either a qualifying examination or a course in Latin prose composition. The latter should normally be LATN 710, but on approval of the Chair a composition course taken elsewhere may count towards this requirement. They must also participate in the training seminar for Latin instructors that normally takes place the weekend before the beginning of classes in the fall. TFs in Greek courses must have completed the training requirements for Latin courses and have least two semesters' experience teaching Latin.

Evaluations. All Teaching Fellows must encourage their students to submit the online course evaluations at the end of each semester. In addition, a member of the faculty will visit the TF's class at least twice in the course of the semester. The faculty visitor will normally be the course supervisor but may be another member of the faculty. The course supervisor may evaluate the TF's teaching in other ways as well, using surveys, interviews of enrolled students, or other appropriate means. It is, however, departmental policy that the supervisor advise the TF in advance of all evaluation methods to be employed. The course supervisor and any other faculty visitor will prepare written reports. One copy of the report is given to the TF, and another copy goes into the TF's file; TFs may respond to the reports if they wish.

Conditions. All appointments are subject to approval by the University Administration and to the availability of funds. Specific assignments may be changed as the needs of the Department change or as the budget changes, but assigned TF's will be consulted before any such change is made. Offers of a graduate teaching appointment to students not yet enrolled in the Graduate School of UNC-CH are contingent upon enrollment. Offers to students completing an MA in the Department of Classics at UNC-CH are contingent upon completion of the MA and admission to the PhD program. All offers are contingent upon continued satisfactory progress towards the degree, as defined in the Department's Guide to Graduate Student Policies, Procedures, and Resources.

The Chair of the Department may reassign a Teaching Fellow to other duties at any time if the TF's work is judged unsatisfactory. TFs are entitled to a written statement of the reasons for any such action, and they may appeal such a decision to the Department's Committee of Appeals. This Committee consists of the Director of Graduate Studies, the Director of Undergraduate Studies, and the Departmental Senior Teaching Fellow. If any of these are personally involved in the case and so needs to recuse him- or herself, the Chair will appoint another person of comparable rank who is acceptable to the student making the appeal.

I have read the above and the accompanying letter and agree to the terms set out therein:

Print name, sign, and date