

**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 CLAR 120, CLAS 126, CLAS 131, etc.**

**Job Description.** The Teaching Fellow acts as the instructor of record in these courses. He or she chooses the books and designs the syllabus (in consultation with the faculty supervisor); prepares and delivers the lectures; designs, administers, and helps grade exams and papers; and supervises the work of the Instructional Assistants in courses to which IAs are assigned. The TF should meet with the IAs before the course begins and make clear their responsibilities: the dates of all assignments and tests the IA will grade, the division of responsibilities in grading between the TF and the IAs, the number and dates of any lectures or presentations the IA will give, and any other responsibilities of the IA. TFs who are concerned about the performance of an IA should consult with their faculty supervisor. The TF is responsible for assigning all final grades in course. The TF should schedule regular office hours, at least two hours each week. When more than one TF has been assigned to a course, the TFs must work collaboratively to choose textbooks and design the syllabus and to allocate their other responsibilities in the course. TFs should regularly consult with their course supervisor on the progress of the course, particular assignments, and any issues that may arise. Within these limits, TFs 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, and other activities as requested by the administrative staff.

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

**Training requirements.** TFs may be asked to attend one or more training sessions, organized by the faculty supervisor of the course, before the semester begins.

**Evaluations.** All Teaching Fellows must encourage their students to submit the online course evaluations at the end of each semester. In addition, the course supervisor will visit the TF's class at least twice in the course of the semester. 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. After class visits and other evaluations, the course supervisor will prepare a written report. 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 TFs 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 Senior Program Assistant. 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:**

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Print name, sign, and date