



APPLICATION FOR A GRADUATE STUDENT INSTRUCTOR POSITION

HIRING POLICY

GENERAL NOTES

Our goal is to provide high-quality instruction in our courses. Among applicants with comparable qualifications, priority goes to students for whom we bear the primary burden of providing professional training and financial assistance –that is, graduate students in Asian Languages and Cultures, and then graduate students in other related programs who are familiar with Asian studies.

All offers of employment are made in writing and are signed by the Department Chair. Discussions or conversations regarding employment should not be interpreted as offers of employment. The duration of a GSI appointment is for one term only.

QUALIFICATIONS

1. A high degree of language proficiency for students interested in teaching language courses
2. A serious career interest in teaching either Asian language or culture
3. Previous background in the subject matter of the course to which you are applying
4. A score of at least 4 on the ELI Oral English Test for international students teaching culture courses (see below)

INTERNATIONAL GSIs

The College of LS&A requires that international graduate students teaching non-language courses (anything listed under ASIAN in ALC) have their English proficiency evaluated by the English Language Institute (ELI) on campus. This means that students must have taken ELI 994: College Teaching at the University of Michigan—Language, Culture and Pedagogy (held in the Summer and Winter terms) and/or passed the Oral English Test (OET) with a score of 4. The only exemption to this would be either having earned an undergraduate degree from an institution whose primary language of instruction is English or previous experience teaching non-language courses within the College of LS&A.

PRIORITIES

1. ALC students
2. Students in other related units
3. Students from other departments, Schools, or Colleges within UM
4. Students applying for Chinese or Japanese language positions who have taken either ASIANLAN 445 “Chinese Pedagogy” or ASIANLAN 450 “Japanese Pedagogy”

APPLICATION PROCEDURES

1. Apply to the GSI position posting by going to <http://umjobs.org> and clicking on “Graduate Student Appointments”; use the Advanced Search option to search via the posting number indicated on the ALC GSI application form
2. Complete an application form available from the ALC website or main office; students must attach a CV and cover letter addressed to the Department Chair
3. It is highly recommended that students have a recommendation letter from a faculty advisor to be included with their application
4. Submit application and attachments to the ALC office by the deadline

GENERAL APPLICATION DEADLINE FOR GSI POSITIONS

November 15 (for Winter positions)

April 1 (for Fall positions)

December 9, 2013 (for Winter 2014 Chinese language position)

Review of applications will begin on the due date and will continue until the positions are filled. Applications received after the due date will be considered only if the Department is still seeking applicants.

PROCEDURES

- Department allocations for GSIs come from the LS&A Dean’s Office.
- The Key Administrator and GSI Coordinator decide if the total resources will be adequate; if necessary, they make a request for additional resources.
- ALC graduate students are first placed. Then, the remaining positions are posted for interested students from outside of the department. Students apply for positions on <http://umjobs.org> and submit a paper application to the ALC department office.
- The GSI Coordinator distributes the applications on file to the instructors of courses with an open GSI position. Some instructors may require an interview and/or class simulation as part of the application process before making their hiring recommendations to the department.
- The Graduate Program Committee (GPC) reviews all of the hiring recommendations, the funding needs of ALC doctoral students, and the applicants’ preferences, and develops a final hiring recommendation to the Department Chair.
- The Department Chair reviews the recommendations of the GPC and issues offer letters.

Application Form

Complete applications should include this form with the following items attached: A) a cover letter, B) a resume, C) a recommendation letter from a faculty advisor who can speak to your teaching potential, and D) course evaluations from any previously taught courses (if applicable).

Full Name (Last, First) _____

Please mark the position(s) you have applied for on the "Careers at the U" website (<http://umjobs.org>):

ASIAN LANGUAGES

Chinese Language (posting #89912)
ASIANLAN 202: Second-Year Chinese II

Preferred fraction (25%, 30%, 35%): _____ (Please only fill out this field if you must have less than a 50% appointment due to scholarship/financial aid or other restrictions.)

PERSONAL INFORMATION

Local address: _____

UMID: _____ E-mail address: _____@umich.edu

Telephone: _____ Home Cell phone

SUPPORT HISTORY

A. How many terms of financial support¹ have you received to date from any unit of the College of LS&A? (Include the term in which you are completing this application.) Please describe the support for each of these terms, including GSI appointment fractions (if any):

Term/ Year	Dept.	Description	Appt./ Fraction	Term, Year	Dept.	Description	Appt./ Fraction

B. Are you applying for, or have you received assurance of any GSI appointment, fellowship support, or employment other than that for which you are applying here? If so, please provide details:

¹ "Support" is defined as a Graduate Student Instructor Appointment and any other General Fund (fellowship) support managed by the College of LS&A, including FLAS. If you are unsure whether support came from "General Funds" and/or from LS&A, note the term and fraction on your application and mark the entry with an asterisk (*).

EDUCATIONAL BACKGROUND

Graduate program in which you are currently enrolled: _____

Graduate advisor: _____ Advisor's email: _____@umich.edu

When did you first enroll in your present graduate program?: _____

Undergraduate degree (institution and date): _____

Undergraduate major: _____

International students who have not earned an undergraduate degree from an English-speaking institution, who are applying to teach a non-language course (ASIAN), and have never taught a non-language course in the past at UM must have taken ELI 994 and/or the Oral English Test administered through the English Language Institute.

OET score: _____ Date taken: _____

LANGUAGE BACKGROUND

Please list the languages with which you are familiar and your proficiency level (beginner, intermediate, advanced, native):

How did you learn this/these language(s)? _____

Please describe any formal study of this/these language(s) you have had: _____

INSTRUCTIONAL TRAINING

Please complete the following information:

I have attended an ALC GSI orientation session in the past. Date attended _____

I have attended the following CRLT orientations, workshops, or courses: _____

(All graduate students are advised that CRLT courses are excellent training for GSI positions and for future professional responsibilities. Please take a look at their many offerings to see which ones may be of interest to you: [http://www.crlt.umich.edu/.](http://www.crlt.umich.edu/))

TEACHING EXPERIENCE

Please list and summarize any previous teaching experience (including language teaching, if relevant):

<i>Date</i>	<i>Institution/Department</i>	<i>Description</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER INFORMATION

Why do you wish to be considered for a Graduate Student Instructor position in the Department of Asian Languages and Cultures?

Please add any other pertinent information not covered above:

SIGNATURE LINE

The answers on this document and its attachments are true to the best of my knowledge. All information provided by me is important, and the University of Michigan will rely on this information in offering me an appointment. I understand that this information may be verified by the University and that any misrepresentation of fact is a violation of College policy, which may lead to the termination of my appointment and/or other sanctions.

Signature: _____ Date: _____