

University of Kansas Humanities & Western Civilization Program

GRADUATE INSTRUCTORSHIPS

The Humanities and Western Civilization Program invites applications from qualified graduate students to become half-time graduate instructors. GTA's are assigned to various courses, including Introduction to Humanities, Western Civilization I and II, Kansas Environment and Culture, Introduction to Peace and Conflict Studies, and other courses as needed by the Program.

All new graduate instructors are responsible for attending lectures and leading discussion sections, grading student work, participating in regular weekly staff meetings, attending instructional sessions on the teaching of writing, and fulfilling other duties relevant to the Program, not to exceed a total of twenty (20) hours per week. Appointments are for one year but can be renewed up to limits set by the University. GTA's are required to demonstrate regular progress toward a graduate degree in one of the University's programs, and must enroll for minimum of six (6) hours of graduate instruction per semester. The base salary of graduate teaching assistants is set by the College of Liberal Arts and Sciences and GTA Union; annual merit increments depend upon budgetary allocation by the state legislature. All appointees receive a tuition waiver.

The University's Policy and Procedures on Out-of Field GTA Appointments (July 7, 2007) requires explicit endorsement of applicants for HWC GTAships by their home departments. It also states the "Students pursuing degrees that are not generally intended to prepare for a career that involves teaching cannot be appointed as an out-of-field GTA."

Required qualifications: a 3.4 GPA (on a 4.0 scale); demonstrated evidence of breadth in the humanities and social sciences; application to or current standing in a KU graduate program at the time of application; official copy of complete transcripts of college or university work; three (3) completed Western Civilization recommendation forms. Please note that letters of recommendation are not required and cannot be accepted in lieu of the completed forms.

Preferred qualifications: demonstrated evidence of successful teaching experience (e.g. teaching evaluation summaries); a 3.6 GPA in graduate coursework; ability to instruct a writing intensive course. An interview of highly ranked candidates is an essential part of the hiring process; no position can be offered without an interview. Candidates selected for interview must cover travel expenses themselves. No candidate will be offered a position without documentation that he or she had been admitted to a KU graduate program.

Application forms may be accessed on the Humanities and Western Civilization Program website. The application and all recommendation forms should be in PDF format and emailed as an attachment to HWCDirector@ku.edu. Transcripts should be mailed to: HWC Director, Humanities and Western Civilization Program, University of Kansas, Bailey Hall Room 308, 1440 Jayhawk Boulevard, Lawrence, KS 66045.

The deadline for completion of application materials is February 27, 2015.

The University of Kansas

Humanities and Western Civilization Program

APPLICATION FOR GRADUATE TEACHING ASSISTANTSHIP

PERSONAL DATA

Please Type or Print

Print Last Name, First Name, Middle Name or Initial	List other Names Under Which Records May be Obtained
Address: Number and Street/Apt. #/P.O. Box	City State Zip Code
Telephone Number	E-Mail Address
Social Security Number (Voluntary per K.A.R. 50-2-4)	KU Student ID Number (Current or Former KU Students Only)
Graduate Work: Department Name & Degree Sought	Have you been accepted? <input type="checkbox"/> YES <input type="checkbox"/> NO

EDUCATIONAL DATA

UNDERGRADUATE WORK

List institutions attended, dates of attendance, academic honors, degree and date received, and GPA.

GRADUATE WORK

List institutions attended, dates of attendance, academic honors, degree and date received, and GPA.

Fields of Specialization of previous graduate work, including title of thesis:

Please Do Not Write
In This Area

LIFE EXPERIENCE

<p>Teaching Experience: List present or most recent employer first; include dates of employment, organization, and position (be certain to list all teaching positions held).</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Please Do Not Write In This Area</p>
<p>Other employment: List present or most recent employer first; include dates of employment, organization, and position.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

REFERENCES: Please list the names and addresses (including e-mail address) of three people who are familiar with your scholastic ability and with your academic achievement and potential, and whom you are asking to complete the attached recommendation forms in your behalf. Forms should be returned directly to the HWC Program by the writers.

Name	University/Organization	Street Address	City, State Zip Code	E-mail Address

PERSONAL STATEMENT: On one side of a single separate sheet of paper, please write (typewritten, single spaced) a narrative giving a picture of yourself as an individual. It should deal with the educational and cultural opportunities in which you have been exposed, the influences on your intellectual development, and the ways in which these experiences have affected you. Also include your special interests and abilities, career plans, life goal, and any other information you believe would be important for the hiring committee to consider.

This application form along with the personal statement should be put in PDF format and emailed to HWCDirector@ku.edu no later than February 27, 2015.

OFFICIAL TRANSCRIPTS of all college and university work, showing all graduate and undergraduate degrees, courses, credits, and grades, should be mailed to HWC Director, Humanities and Western Civilization Program, The University of Kansas, Bailey Hall, 1440 Jayhawk Boulevard, Room 308, Lawrence, KS 66045. Transcripts must be received before the application can be considered complete.

ALL APPLICATION MATERIALS ARE DUE NO LATER THAN FEBRUARY 22, 2013: Highly ranked candidates will be invited for a personal interview on the campus of the University of Kansas in Lawrence, Kansas; no position can be offered without an interview. Candidates selected for an interview are responsible for their own travel expenses associated with the interview.

<p>I certify that the above statements are correct to the best of my knowledge, and understand that, if employed, any false information in this application may result in termination. I authorize the University of Kansas to verify any or all statements in this application.</p>	
<p>_____</p> <p>Signature</p>	<p>_____</p> <p>Date</p>

Safety and Crime on Campus: The annual security report about KU safety policies, crime statistics, and campus resources is available online at www.ku.edu/safety or on paper by contacting the Dean of Students, 133 Strong Hall, (785) 864-4060.
 An Equal Opportunity/Affirmative Action Employer

The University of Kansas

Humanities and Western Civilization Program

Reference Form

Applicant's Name _____

TO THE REFEREE: The person whose name appears above is applying for a Graduate Teaching Assistantship with the Humanities and Western Civilization Program at the University of Kansas and has requested your completion of this form. You may additionally write a letter of recommendation if you wish, but we cannot consider applicants whose referees do not complete THIS FORM. **Please put this reference in PDF format and email to HWCDirector@ku.edu no later than February 27, 2015.**

We would appreciate receiving your candid responses on this form. Please note that the applicant has signed a statement on the reverse side of this form concerning the confidentiality of this document.

In what capacity and for how long have you known the applicant?

	Below Average Bottom 40%	Average 40 - 60%	Good 60 - 80%	Very Good 80 - 95%	Exceptional Top 5%	Unable to Judge
Breadth of general knowledge						
Ability to synthesize knowledge from more than one discipline						
Creativity						
Self-discipline						
Motivation						
Ability to work with others						
Ability to profit from suggestions and constructive criticism						
Emotional maturity						
Ability to meet deadlines						
Written Communication Skills						
Oral Communication Skills						
Promise as a teacher						

Are there any additional statements you wish to make concerning the applicant's capacity for graduate study?

Assets:

Liabilities:

Are there any additional statements you wish to make concerning the applicants capacity as a Graduate Teaching Assistant?

Assets:

Liabilities:

REFEREE'S PERSONAL INFORMATION

_____		_____	
Name		Position/Title	
_____		_____	
College/University/Company	Street Address	City, State	Zip Code
_____		_____	
Phone Number		E-Mail Address	
_____		_____	
Signature		Date	

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TO THE APPLICANT: The purpose for which this confidential statement is being obtained is consideration for employment as a Graduate Teaching Assistant. It will be received and maintained in confidence. Please sign **ONE** of the following statements:

I hereby reserve any and all access rights I might have to this form, and any accompanying letter of recommendation, under the Federal Family Educational Rights and Privacy Act, any state law, or any other laws, regulations or policies.	
_____	_____
Applicant's Signature	Date
I hereby expressly and voluntarily waive any and all access rights I might have to this form, and any accompanying letter of recommendation, under the Federal Family Educational Rights and Privacy Act, any state law, or any other laws, regulations or policies.	
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Applicant's Signature	Date

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Motivation						
Ability to work with others						
Ability to profit from suggestions and constructive criticism						
Emotional maturity						
Ability to meet deadlines						
Written Communication Skills						
Oral Communication Skills						
Promise as a teacher						

Are there any additional statements you wish to make concerning the applicant's capacity for graduate study?

Assets:

Liabilities:

Are there any additional statements you wish to make concerning the applicants capacity as a Graduate Teaching Assistant?

Assets:

Liabilities:

REFEREE'S PERSONAL INFORMATION

_____		_____	
Name		Position/Title	
_____		_____	
College/University/Company	Street Address	City, State	Zip Code
_____		_____	
Phone Number		E-Mail Address	
_____		_____	
Signature		Date	

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Promise as a teacher						

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Assets:

Liabilities:

Are there any additional statements you wish to make concerning the applicants capacity as a Graduate Teaching Assistant?

Assets:

Liabilities:

REFEREE'S PERSONAL INFORMATION

_____		_____	
Name		Position/Title	
_____		_____	
College/University/Company	Street Address	City, State	Zip Code
_____		_____	
Phone Number		E-Mail Address	
_____		_____	
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Applicant's Signature	Date
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_____	_____
Applicant's Signature	Date