

California State Polytechnic University, Pomona
Department of Mathematics and Statistics

Policy on Teaching Associateships for Graduate Students

Graduate students admitted to the Graduate Program in Mathematics and Statistics at Cal Poly, Pomona, may receive financial aid in the form of a Graduate Associateship or Teaching Associateship. In addition, such an Associateship serves as training for graduate students who wish to pursue careers as instructors for 2-year and 4-year colleges upon completion of the Master's degree.

To be eligible for a Graduate or Teaching Associateship, students' must be admitted into the Department of Mathematics and Statistics Graduate Program.

Further, priority is given to graduate students with non-conditional status. Being accepted into the pool entails

- (i) a formal application for Academic Employment with accompanying documentation;
- (ii) a successful interview with the GTA Hiring Committee;
- (iii) a term as a Graduate Associate, including paid training, office hours, tutoring, and other duties. Attendance at class meeting of SME 5010 is a mandatory component of the training. GAs are encouraged to also register for SME 5010 and complete the coursework to earn credit.

Graduate and Teaching Associateships are awarded on a semester-by-semester basis with no implied presumption of continuance. Teaching assignments for Teaching Associates are made subject to the teaching needs of the Department of Mathematics and Statistics (as determined by the department chair) and university contractual agreements. However, every effort will be made to assign a teaching position to every qualified graduate student. Teaching Associateships carry neither seniority rights, nor rights of continuance in the Part-Time Faculty pool after graduation or termination of active student status.

Teaching Associates will be assessed each year to determine their eligibility for renewal of Teaching Associateship. To remain eligible for a Teaching Associateship during the first two years of graduate study, students' must

- (i) complete at least 8 units of course work in the Mathematics and Statistics Graduate Program (as stated on their graduate contract or as required for unconditional admission) per academic year with a minimum GPA 3.0. and at least 16 units in 2 years with a minimum GPA 3.0; and/or be making satisfactory progress as determined by the thesis advisor toward the completion of the thesis.
- (ii) receive a satisfactory rating of their teaching performance by the Lecturer Evaluation committee.

After two years as a Teaching Associate, recipients may request an extension by submitting a statement of intent containing a proposed timeline for completion of degree and a proposed career path. The recipient's academic progress, teaching performance, and statement of intent will be reviewed by a committee comprised of the department chair, graduate/thesis advisor, a representative from the Graduate Committee, and a representative from the Lecturer Evaluation Committee. Continuation of a Teaching Associateship will be contingent upon a favorable recommendation by the committee. At the request of a review committee member, this review process can be initiated at any time.

Exceptions to the above policies can be made by the review committee or Department Chair on a case-by-case basis.