

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 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 Teaching Associateship, students' must

- (i) be admitted into the Department of Mathematics and Statistics Graduate Program;
- (ii) be accepted into the Department of Mathematics and Statistics Part-Time Faculty pool.

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

- (i) formal application for Academic Employment with accompanying documentation;
- (ii) successful interview with the Part-Time Faculty committee (to include a representative from the Graduate committee);
- (iii) acceptance into the Part-Time Faculty pool by the mathematics and statistics faculty.

Graduate Teaching Associateships are awarded on a quarter-by-quarter basis with no implied presumption of continuance. Teaching assignments for Graduate 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. Graduate Teaching Associateships carry neither seniority rights, nor rights of continuance in the Part-Time Faculty pool after graduation or termination of active student status.

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

- (i) complete at least 12 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 a total of 40 units in 3 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.
- (iii) complete SME 501, 502 within the first year of being awarded a Graduate Teaching Associateship. A student with current teaching experience at the post-secondary level may be exempted from this requirement. *****may change*****

After two years as a Graduate Teaching Associate, recipients will be required to submit 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 Graduate Teaching Associateship awards 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 on a case-by-case basis.