

Instructions for Completing the Teaching Fellow Appointment Form

This form must be submitted and the appointment approved prior to the start of work as a Teaching Fellow (TF). Please print neatly or type on a computer. If you need to attach any additional explanatory information, feel free to do so. **Please complete a separate form for each teaching fellow appointment (e.g., two forms if you are a teaching fellow for two different courses in the same semester).** However, for other hiring forms (such as the W-4, M-4, I-9, Foreign National Information Form, etc.), you may submit only one copy regardless of the number of positions held.

Harvard ID Number – Please provide your Harvard ID number (which all students, alumni, and current or former staff members should have). If you have no prior affiliation with Harvard and/or have no Harvard ID number, please leave this field blank.

Citizenship – Your residency status in the U.S. determines how you will be taxed for income you earn as a teaching fellow. If you are not a U.S. citizen or permanent resident, please attach a completed Harvard *Foreign National Information Form*, along with any required copies of immigration documents.

Racial and Ethnic Identity – Harvard is required to ask all appointees to self-identify using categories provided by the U.S. Department of Education.

Degree Status – Please indicate your degree program status. If your appointment would require an exception to any TF appointment policy for Ed.D. or Ed.L.D. students, you must secure advance permission of your program office to serve as a TF. All Ed.M. and CAS students and students from other Harvard schools require permission of the assistant dean for master's studies and of the Academic Affairs Office. In limited circumstances, qualified individuals who are not current Harvard students (e.g., alumni of HGSE, doctoral students at other universities) may be appointed with prior permission from the Academic Affairs Office.

Course Number(s) and Instructor(s) – Please indicate the course catalog number for the course you are TFing. If you are teaching students across multiple simultaneous sections of the same course, indicate all relevant numbers (e.g., "T440A & T440B"). Include the names of the instructor(s) for the course.

Appointment Level – Please indicate the number of TF "slots" to which you are being appointed. If you are uncertain, please discuss with the course instructor prior to submitting this form. TF positions are allocated in increments called slots at HGSE. For each appointment slot that a TF works, he or she is paid an evenly divided monthly stipend over a fixed period. TFs are not paid hourly and do not submit timesheets. One TF slot is equivalent to about one day a week of effort over *five months* (or about 22 full days of effort in total, to be distributed flexibly within the semester as agreed with the instructor). Since the semester is significantly shorter than the full five months for which TFs are paid, weekly hours worked during the actual weeks of the semester are expected to average 1.5 days. A one-semester four-credit course TF is typically (but not universally) paid for one slot. Other typical appointment levels include: 0.5 slot for a two-credit module; two slots for a yearlong eight-credit course. A slot may, in some circumstances be divided among several individuals, and in some cases, an individual may work more than one slot for a course in a single semester. The instructor of the course will normally advise you on the number of slots to which you are being appointed.

Appointment Period – Indicate the period of instruction for the course you are TFing. This period will generally also be your TF pay period.

Pay Rate Eligibility – There are two steps in the TF pay scale. Most first-time TFs are at Step 1. You are eligible for Step 2 (also known as the "senior rate") if you have an approved Qualifying Paper Proposal prior to the first day of your appointment period; if you previously served as a TF for the same course; if you have been approved by the instructor and the Academic Affairs Office as a Head TF in a high-enrollment course; if you have received the Step-2 rate for any previous TF position; or if you hold a prior earned doctoral degree (e.g., Psy.D.) that is relevant to the course you are TFing. Please indicate the factor(s) which make you eligible for Step 2, if applicable. Based on the information you provide, the Academic Affairs Office will determine the appropriate pay rate.

Hiring Status – We use this information to determine how to appoint you in our payroll system. If you finished working at Harvard most recently in the last 12 months or if you are a current employee, you will generally not have to complete certain hiring forms. If you have never

worked at Harvard or done so more than 12 months ago, you will generally have to complete the full complement of hiring paperwork for the central Payroll Office.

Paycheck Delivery – You may have your check delivered to your local mailing address or direct-deposited to your bank account. If you are a student and choose to have your check mailed to your local address, please note that checks will be sent to the address on file with your student record, maintained by the Office of the Registrar. If you choose direct deposit, you may attach a completed direct deposit form when you submit your hiring paperwork. You may also update your direct deposit information directly in the PeopleSoft system.

Teaching Fellow Shared-Space Request – At HGSE, the Operations Department makes every effort to provide TFs with shared space for the purpose of meeting with their students. Any shared space which you are assigned may only be used during the semester in which you are appointed as a TF. In addition, because of the severe limitations on space in the School, TFs who already have access to space which is usable for meeting with students (such as a doctoral dissertation office) should not request additional space. For this reason, you are asked to disclose all current or prospective space assigned to you. Within these general guidelines, HGSE will do all it can to identify a suitable shared room where you can hold meetings with your students. Requests can take up to several weeks to fulfill while the composition of a semester's TF pool is finalized. You will be contacted by the Operations Department at your official Harvard email address if you request space.

Mailing Address, Email Address, Social Security Number, Local Phone Number – This information should only be provided by individuals who are not current Harvard students. (Note to current Harvard students: We only collect Social Security Numbers on paper forms when necessary, and we only need this information from nonstudents. In addition, all contact information we use will be derived from your official student record. Harvard students must make address and other contact information updates directly with their Registrar's Office; please do not use this form to make these updates.)

Signature – In signing the form, the TF and the faculty supervisor are acknowledging that all of the information provided is true to the best of their knowledge. In addition, you are acknowledging all of the terms and conditions of appointment in the *Teaching Fellow Resource Guide*, available on my.gse.harvard.edu.

Costing String – In the rare case that the appointment is to be paid from a source other than the Core Teaching Fellow Budget, a faculty member or other administrative contact must indicate at the bottom of the form the General Ledger costing information for an appointment.

Appointment Submission Checklist

- ☐ If requesting an exception to any appointment policy (see [Teaching Fellow Resource Guide](#)), ensure you have obtained any advance permission required (i.e., from the assistant dean for the Ed.D. Program, executive director of the Ed.L.D. Program, assistant dean for master's studies, etc.) If you have any questions about whether you require advance approval to take on a specific TF appointment, please contact Academic Affairs early in the process.

Optional for first-time employees at Harvard and should be resubmitted by those who last worked at Harvard more than 6 months ago:

- ☐ [Direct Deposit form](#) (can also be completed online in PeopleSoft)

Required for first-time employees at Harvard and should be resubmitted again by those who last worked at Harvard more than 12 months ago:

- ☐ [I-9 form](#) (with documentation witnessed in person in 122 Longfellow)
- ☐ [Foreign National Information Form](#), with required documentation (if applicable based on your citizenship/residency status)
- ☐ [W-4](#) (Federal withholding; can be completed online in PeopleSoft)
- ☐ [M-4](#) (State withholding; can be completed online in PeopleSoft)

Post-Appointment Information Items

- ☐ Please ensure that you have iSites web platform training sufficient to support your course (see the HGSE [Learning Technologies Center](#) website for more information).
- ☐ Generally within three weeks of your appointment, Harvard Officer-level privileges will be activated: faculty library borrowing privileges, Faculty Club membership eligibility, and more.
- ☐ TFs will be allocated printing credits for HGSE network printing within one month of the start of the relevant semester.
- ☐ Harvard-student TFs are paid on the 15th of the month for work during that month (e.g., paid Oct. 15 for period Oct. 1-31). All others are paid on the 30th of the month for work during that month.