

Teaching Fellow Appointment Form (Non-Student) (2024-2025)

HARVARD GRADUATE SCHOOL OF EDUCATION

Please read accompanying instructions. Return signed completed form to TF@gse.harvard.edu . If there are questions pertaining to completing the form, please contact santoshi_basnet@gse.harvard.edu . Appointment details are not considered final until reviewed, approved and signed by Academic Affairs and Human Resources. **This form will be returned to you along with additional information to confirm your appointment.**

I. Personal Information

TO BE COMPLETED BY ALL APPOINTEES

Full Name (Last, First Middle): <i>*(new TFS please also complete section IV below)</i>	Submit completed and approved paperwork santoshi_basnet@harvard.edu by the 26 th of the previous month to guarantee payment on the 30 th of the next month for non-student and biweekly payments for Harvard Students. Harvard Policy: total hours on all combined Harvard University student payrolls, including weekly, cannot exceed 20 per week for ALL doctoral students or 40 for master's students.		
Citizenship:	Are you a U.S. citizen or Permanent Resident? ☐ Yes ☐ No (International students cannot work more than 20 hours/wk on combined jobs while school is in session.)	Gender:	
		Date of Birth:	

II. Appointment Information

TO BE COMPLETED BY ALL APPOINTEES

Course Number(s):		Instructor(s):	
Appointment Level:	☐ 0.5 slot ☐ 1 slot ☐ 2 slots ☐ Other slots – please specify _____ ☐ Hourly	Appointment Period:	☐ Summer (6/1/25 - 7/31/25, 2 months) ☐ Fall Term (8/1/24 - 12/31/24, 5 months) ☐ January Term (1/01/25 - 2/29/25, 2 months) ☐ Spring Term (1/1/25 - 5/31/25, 5 months) ☐ Yearlong (8/1/24 - 5/31/25, 10 months) ☐ Other : ☐ Total # of Hours :
Pay Rate Eligibility	☐ Step 1 (\$5,961 per slot; \$2,980.50 per half slot) - Salary ☐ Step 2 (\$6,772 per slot; \$3,386 per half slot) → Salary ☐ Hourly rate \$	Step 2 Eligibility:	☐ Passed PhD Written Comprehensive Exams ☐ Previously served as TF for same course ☐ Received Step 2 ("senior") rate before ☐ Hold relevant earned doctorate:
Approximate Number of students	TBD based on final enrollment	Confirm with faculty on final numbers	

III. Logistical Information

TO BE COMPLETED BY ALL APPOINTEES

Hiring Status:	☐ <i>Never previously worked at Harvard – please complete section IV below**</i> ☐ Worked at Harvard in last 12 months ☐ Worked at Harvard > 12 months ago	Paycheck Delivery	☐ Mail to local mailing address ☐ Direct deposit (update in PeopleSoft)
Teaching Fellow Shared-Space Request:	If you need shared TF office-space, please email: lisa_fischer@gse.harvard.edu		Teaching Location ☐ On campus teaching ☐ Remote teaching

IV. New appointee information:

TO BE COMPLETED BY ALL FIRST TIME APPOINTEES (STUDENTS AND NON-STUDENTS) OR IF THERE IS A CHANGE

Mailing Address:		Harvard ID #:	Harvard ID:
Email Address:		Local Phone #:	
Racial and Ethnic Identity: (using federal reporting categories; optional):	1. Are you Hispanic or Latino/a? ☐ Yes ☐ No 2. Please select one or more races from the following: ☐ American Indian / Alaskan Native ☐ Native Hawaiian/Other ☐ Asian ☐ Pacific Islander ☐ Black / African-American ☐ White	Marital Status (optional):	☐ Single ☐ Married ☐ Divorced ☐ Widow/Widower

V. Signatures

TO BE COMPLETED BY ALL APPOINTEES AND THEIR FACULTY SUPERVISORS

All information provided on this form is true to the best of my knowledge, and I acknowledge understanding of all terms and conditions of appointment.

Appointee Signature	Date	Faculty Supervisor Signature	Date						
1. I acknowledge that Harvard registered students receive payments every two weeks (biweekly), while non-students are paid at the end of each month									
2. I am engaging in work in Massachusetts that is sponsored by a Harvard University faculty member and will not be enrolled in this course for credit.									
ADMINISTRATIVE USE ONLY - COSTING STRING IF OTHER THAN CORE TF BUDGET									
Tub	Org	Object	Fund	Activity	Sub	Root	%Dist.		
255	20611	6140	000001	545102	0000	00000	100%	Academic Affairs Approval	Date