

Teaching Fellow Appointment Form (Student ONLY) (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.**

Do NOT Begin working until you receive appointment confirmation from HR.

I. Personal Information

TO BE COMPLETED BY ALL APPOINTEES

Full Name (Last, First Middle)	Submit completed and approved paperwork santoshi_basnet@harvard.edu three weeks prior to the appointment to receive payment on time. Payments are made biweekly 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	Term Others:	☐ Fall 2024 ☐ Fall 1 2024 ☐ Fall 2 2024 ☐ August 2024 ☐ Spring 2025	☐ Spring 1 2025 ☐ Spring 2 2025 ☐ Yearlong 2024-2025 ☐ J term 2025 ☐ Summer 2025 ☐ Other
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		
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	
TF Duties	• Attending classes, teaching team meetings, and/or office hours • Planning or designing sections, course sessions, or assignments/assessment standards with the instructor • Teaching required or voluntary sections, lab sessions, or review sessions • Presenting material in regular class sessions • Facilitating small group discussions or projects in or out of class • Supervising students at field placements or off-site activities • Demonstrating, teaching the use of, or supporting the use of course-related software or technology • Providing written feedback on student work • Assigning grades to student assignments, exams, or class participation • Communicating with students (via office hours or online) on course substance • Coordinating student placements with site-based supervisors and organizations • Updating or posting materials to a course web site • Other academic support duties (contacting and arranging for guest speakers, preparing handouts, arranging for special media needs, obtaining readings or other materials, etc.) • Others:			

III. Contact Information

Harvard ID:		Email Address:	
Current Physical Address:		Status (G-Yr):	

IV. 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							
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Academic Affairs Approval						Date	

Union mailing address:

HGSU-UAW

522 Massachusetts Avenue, Suite 209

Cambridge, MA 02139

Phone: (617) 475 0677

Website: <http://harvardgradunion.org/join/>

To get started, check out the "Resources" page <https://harvardgradunion.org/benefits/> which includes an explanation of benefits (and how to apply) and other workplace resources.

If any of this information is not known at the time of notification, the SW will be informed as soon as is reasonable under the circumstances.

If you have any questions, please contact 617-495-3414 and/or studentworkersupport@gse.harvard.edu

Sincerely,

Santoshi Basnet

Santoshi Basnet

Sr. HR Specialist

Dear Colleague,

As you may already know, Harvard Graduate Students Union – United Auto Workers (“HGSU- UAW” or the “Union”) is the exclusive bargaining representative for Harvard students serving in certain research and teaching positions, including the position you have been offered in the attached appointment letter.

The Union has a legal obligation under the National Labor Relations Act (“NLRA”) to represent you and other members of the bargaining unit when engaged in bargaining unit work. The Union may need certain information about members of the bargaining unit, including you, so that it may properly represent its bargaining unit members and enforce the collective bargaining agreement, which covers pay and other terms and conditions of employment.

The Family Educational Rights and Privacy Act (“FERPA”) is a federal law which prohibits the University from disclosing certain information from your education records to third-parties – including the Union – unless you consent to such a release or it is otherwise permitted or required by law. For example, the University is permitted to and does share your “directory information” with the Union unless you have a “FERPA block” in place. Sometimes, however, the Union may need additional information, beyond this directory information, for representational purposes. Under FERPA, the University may be prohibited from providing such information to the Union unless you consent to such a release, or it is otherwise required by law.

In order to avoid any conflict between the Union’s right to access this information and FERPA, you are being provided with the option of signing a voluntary waiver of your FERPA rights for the exclusive purpose of sharing such information with the Union so that it may use the information in its representation of you. Please complete and submit the [Student Authorization for the Release of Education Records](#) form (“Authorization Form”) on my.harvard according to its instructions (simply click the link above or visit <https://hrvd.me/hgsu-ferpa>). There are a few important things to note:

The Authorization Form provides you with the option to authorize or not authorize the release of certain information from your education records to the Union.

If you choose to authorize the release of such information, the authorization will be valid until you revoke it and can be used to properly share your FERPA protected information with the Union. You may revoke your authorization at any time by changing your selection from “authorize” to “not authorize” and resubmitting the Authorization Form.

If you choose to not authorize the release of such information, the University will not share your FERPA protected information with the Union unless otherwise permitted or required by law. You may modify this selection at any time by changing your selection from “not authorize” to “authorize” and resubmitting the Authorization Form.

If you do not complete and submit the Authorization Form, the University must assume that you do not authorize the release of such information to the Union. Therefore, the University will not share your FERPA protected information with the Union unless otherwise permitted or required by law.

If you have any questions about this communication, the Authorization Form, and/or how any information shared with the Union may be used, you may reach out to:

Harvard's Office of Labor and Employee Relations:

Eliza Brown, Senior Analyst

Email: studentunionization@harvard.edu Phone: 617-496 5774

HGSU-UAW:

Email: hgsu.general@gmail.com Phone: 617 475-0677