

**Graduate Teaching Fellowship Program**

The Graduate School and University Center  
The City University of New York

**Handbook**

**September 2006**

**The Graduate Center**  
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# **Graduate Teaching Fellowship Program**

## **Handbook**

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**The Graduate Teaching Fellowship Program**  
**The Graduate School and University Center**  
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**GTF PROGRAM GOALS**

The Graduate Teaching Fellowship (GTF) program began in August 1992 at The Graduate School and University Center based on a plan developed by the Chancellor's Office of The City University of New York, which provided funding. The GTF program began as a modest initiative, but by 1994-95 all 17 CUNY undergraduate colleges were participating. In Fall 2006, approximately 325 GTFs will be teaching at the CUNY undergraduate colleges.

The goals of the Graduate Teaching Fellowship program are:

- (1) to give CUNY doctoral students the opportunity to develop instructional skills and enhance their future employment prospects;
- (2) to provide needed instructors for undergraduate classes at the CUNY colleges;
- (3) to assist in recruiting and retaining outstanding students for CUNY doctoral programs.

**THE GTF - CHANCELLOR'S FELLOWSHIP LINK**

The Graduate Center introduced new fellowship packages in Fall 2004 to recruit outstanding doctoral students. One of these new fellowship packages, the Chancellor's Fellowship, includes a five-year in-state tuition scholarship plus the promise of a teaching position within CUNY in the form of a Graduate Teaching Fellowship (GTF) during years two, three, and four of the fellowship. Despite the changes to the structure of the GTF selection process, the rules and requirements that govern the GTF Program and the GTF position are unchanged and are described fully in this edition of the *GTF Handbook*.

Note: if a Chancellor's Fellow resigns from or declines his/her GTF appointment, a *transition GTF* from the same Ph.D. Program may be appointed to complete the GTF tenure of the Chancellor's Fellow who has resigned.

## **GTF ELIGIBILITY**

GTFs must be full-time registered doctoral students in good standing who have ***completed at least one year of doctoral study*** at The Graduate Center and show an interest in teaching the undergraduate courses proposed by the colleges. To maintain eligibility for the GTF position, students must be making satisfactory progress in their doctoral program and receive positive teaching evaluations.

Students with certain major awards from within CUNY, such as Gilleece, MAGNET, Humana, or CUNY Writing or Technology Fellowships, are not eligible to hold GTF positions.

GTFs are hired as employees in the PSC-CUNY contractual title of Graduate Assistant C. The terms of employment are determined by the PSC-CUNY contract currently in effect. Please note that, in accordance with the Immigration Reform and Control Act requirements, The Graduate Center verifies employment authorization for GTFs.

## **COMPENSATION**

All GTFs are appointed to the title of ***Graduate Assistant C*** under the terms of the CUNY-PSC/CUNY collective bargaining agreement. Under the 2002-2007 PSC-CUNY Collective Bargaining Agreement, new GTFs receive a salary of \$14,620 for a 12-month appointment. GTFs begin receiving contractual step increases on the first of January after they have been in the title for 10 months. (The first contractual step is to \$15,418; the second is to \$16,328). **The Graduate Assistant C title does not provide health insurance or other employee benefits with the exception of life insurance, which is available to eligible Graduate Assistants.**

Additional information about the terms of the GTF position can be found in the official GTF appointment letter posted at: <http://web.gc.cuny.edu/provost/gtf.htm>.

## **WORKLOAD REQUIREMENTS**

### **The GTF Workload as Specified in the CUNY-PSC/CUNY Contract**

Graduate Teaching Fellows are required to teach the maximum workload permitted under the Graduate Assistant C title: ***a total of 180 contact hours in the combined Fall and Spring assignments***. The workload requirement is usually met by having the GTF teach two 3-credit courses each semester (each equivalent to 45 contact hours, for a total of 90 contact hours). If a GTF's assignment requires him/her to teach courses that carry 60 contact hours, the GTF usually teaches two courses in the Fall and one course in the following Spring to satisfy the 180 contact-hour requirement.

Other teaching assignments may be possible as long as the 180 contact hour requirement is

satisfied. All such assignments must be approved in advance by the Graduate Center's Associate Provost and Dean for Academic Affairs in consultation with the individual college's GTF liaison.

GTFs are required to satisfy their annual workload requirement by the end of the Spring semester.

### **Workload Reporting Requirements**

It is the responsibility of the GTF to complete a CUNY *Workload Reporting Form (WRF)* each semester, secure the appropriate signatures specified by The Graduate Center's Office of Human Resources, and submit it to the Office of Human Resources by the deadline indicated. The WRF must be updated if changes occur after the initial submission. It is the GTF's responsibility to report to the college department and The Graduate Center's Office of Human Resources any additional adjunct or other assignments he/she may have accepted in a particular semester by submitting a new WRF, again with the appropriate signatures. Questions regarding workload or additional assignments must be addressed promptly so that GTFs can maintain good standing in the GTF program.

GTFs may not act independently to negotiate adjustments to the GTF teaching workload. *GTFs must obtain permission* from the Office of the Associate Provost at The Graduate Center, in consultation with the office of Human Resources, for any desired or necessary change to the usual semester-by-semester workload set forth in the GTF appointment contract.

The following subsection illustrates how the workload rules are applied in a variety of specific circumstances.

### **Graduate Teaching Fellows as Teaching Assistants**

Although the traditional GTF assignment requires GTFs to teach two three credit (45 hour) classes each semester, GTFs can serve as Teaching Assistants. This alternate assignment can be approved if the services being performed by the GTF /TA are consistent with the type of service for which an individual is normally appointed as an Adjunct Lecturer to perform. Also, the number of hours required by the TA assignment must be equal to the 45-hours required for a 3-credit course.

Department chairs who wish to assign GTFs a TA assignment should contact Ms. Anne Ellis from The Graduate Center Provost's Office (212-817-7284) or Ms. Sara Oommen from The Graduate Center's Office of Human Resources (212-817-7700) for approval.

## Special Workload Situations

- 1) If a college department assigns a GTF a combined Fall and Spring teaching assignment in excess of the 12-credit (180-contact-hour) fellowship requirement, ***the department must pay the GTF for the excess credits from the department's own adjunct budget.*** The Graduate Assistant C pay rate is comparable to the highest adjunct hourly rate. Therefore, GTFs are customarily paid at this same rate in instances where the department must pay them for teaching excess credits.
- 2) Under the CUNY-PSC/CUNY collective bargaining agreement, if a person appointed to the Graduate Assistant C title also accepts separate adjunct teaching assignments, the ***combined assignment*** may not exceed 270 contact hours during the total annual appointment from September 1 of a given year to August 31 of the following year. Therefore, GTFs are eligible to teach up to 90 contact hours in a separate adjunct assignment over the annual appointment year. If a GTF is assigned to teach additional courses, the department must be prepared to compensate the GTF from the department's adjunct budget for these extra courses. Except in special circumstances GTFs may accept teaching assignments only (for details, contact the Office of Human Resources.)

***It is imperative that GTFs consult the Office of Human Resources or the Associate Director of Graduate Assistant Programs at The Graduate Center prior to accepting an offer to teach additional credits as an adjunct.*** This rule is designed to help GTFs guard against being in violation of the contractual workload. Violations of contract workload provisions may subject the GTF to removal from an assignment and/or the GTF program.

- 3) The appointment period for a GTF appointed for the full year is from the first day of classes through August 31 of the following year. While a GTF's teaching obligation must be satisfied by the end of the Spring semester, his/her compensation is paid over the 12-month appointment period.

In some instances, GTFs are hired beginning in the Spring semester. Spring semester appointments have the end date of July 31.

- 4) In the Summers of 2000 to 2006, CUNY's Office of Faculty and Staff Relations and the Professional Staff Congress/CUNY signed agreements to interpret the term "work year" in Article 15.3 of the current PSC/CUNY contract to mean the period from the beginning of the Fall semester to the day after commencement at each college. Under this interpretation, Graduate Assistant Cs (as well as Graduate Assistant As and Bs) were eligible for summer teaching assignments in addition to the maximum workload (270 contact hours for Graduate Assistant Cs) provided in Article 15.3. The status of such an agreement for Summer 2007 is uncertain but GTFs may check with the GC Office of Human Resources in March 2007 for an update.

## INFORMATION FOR DEPARTMENT CHAIRS

### GTF Workload Issues

- 1) If a college department assigns a GTF a combined Fall and Spring teaching assignment in excess of the 12-credit (180-contact-hour) fellowship requirement, *the department* must pay the GTF for the excess credits from the department's own adjunct budget. The Graduate Assistant C pay rate is comparable to the highest available adjunct hourly rate. Therefore, GTFs are customarily paid at this same rate in instances where the department must pay them for teaching excess credits.
- 2) A department chair may not act independently to adjust a GTF's teaching workload. *Any need to do so should be brought to the immediate attention of the Associate Director of Graduate Assistant Programs at The Graduate Center.* For example, a GTF assigned to teach 45-contact-hour courses would usually be expected to teach two such courses in both the Fall and Spring semesters of the annual contract. If there is a need for the GTF to teach three courses in the Fall semester and only one course the following Spring, the chair would need to secure approval from the Office of the Associate Provost at The Graduate Center before implementing this planned teaching assignment. Other teaching assignments may be possible as long as the 180 contact hour requirement is satisfied. All such assignments must be approved in advance by the GC Associate Provost in consultation with the GTF college liaison.
- 3) GTFs may be given teaching assignments as "Teaching Assistants" for large lecture classes. For further information please see the relevant section on page 3.
- 4) When devising teaching assignments for GTFs, department chairs should follow the same standards applied at their college to full-time faculty with respect to class size (enrollment). If the college recognizes a jumbo or mega-course as a two-for-one load for full-time faculty, the GTF at that college should receive the same consideration. Therefore, a GTF would teach ONE mega-course in a given semester to satisfy the 6-credit (90-contact-hour) teaching requirement. In this type of situation, the class size should be noted clearly on the GTF's Workload Reporting Form.

### Department-Based Mentoring

GTF program administrators at The Graduate Center request that Executive Officers and GTF campus liaisons ask department chairs to assign teaching mentors to each Fellow.

### Teaching Observations and Evaluations

In accordance with Article 18 of the CUNY-PSC/CUNY collective bargaining agreement, the GTF program requires that each semester all GTFs must be observed in the classroom and be evaluated. By means of this evaluation process, the college department informs both the



individual GTF and the administrators of the GTF program of the quality of classroom performance. ***The evaluation process serves as the basis for each GTF's annual appointment to the fellowship.*** Timely submissions are critical to the continuation of GTFs in the program. Section 18.1 stipulates: "The evaluation of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluations shall be to encourage the improvement of individual professional performance and provide a basis for decisions on reappointment, tenure and promotions. An evaluation of professional activities shall be based on total professional performance. Written evaluations shall be on file for all employees."

GTFs may learn more about the performance elements to be evaluated in the observation by consulting section 18.2 of the CUNY-PSC/CUNY agreement or by calling The Graduate Center's Office of Human Resources.

***Any concerns regarding a GTF's performance must be brought to the attention of the Associate Director of Graduate Assistant Programs as well as to the Executive Officer of the GTF's doctoral program as soon as possible.*** The Assistant Vice President for Human Resources at The Graduate Center, who also serves as the college's labor designee, may also be able to offer advice on performance problems. Department chairs should not wait for the formal evaluation process to address problems that may have been arisen. Problems can be resolved most easily with early intervention.

## **ORIENTATION AND TRAINING**

Professional Development:

In 2004-05 and 2005-06, Chancellor's Fellows were required to participate in a series of professional development workshops sponsored by The Graduate Center Provost's Office. Topics addressed included: Teaching at CUNY: Teaching Techniques and an Overview of the Demographics Profile of CUNY Undergraduate Colleges and their Student Bodies; "Tricks of the Trade"; Writing and Learning Across the Curriculum; CUNY Policy on Sexual Harassment, Teaching Students with Disabilities (including the CUNY policy on Disabilities and Access); and Information Literacy.

Beginning in Fall 2006, The Graduate Center introduced Professional Development courses on Teaching Techniques designed for the Chancellor's Fellows but open to all Graduate Center students.

The courses cover the same relevant topics included in the previously offered workshop series. Separate courses are offered for Chancellor's Fellow and other students from disciplines in the Humanities and for those in the Social Sciences. The courses are taught by advanced Ph.D. students who have served as CUNY Writing Fellows and who are experienced as teachers in the CUNY system.

For further information about the Professional Development courses, please contact Anne Ellis at 212-817-7284 or [aellis@gc.cuny.edu](mailto:aellis@gc.cuny.edu)

Finally, GTFs are encouraged to take advantage of the training courses offered by The Graduate Center's Office of Information Technology such as Blackboard and PowerPoint.

#### Mentoring:

The Graduate Center's Associate Provost meets each Fall with the Executive Officers and, if requested, schedules meetings at the colleges with department chairs who supervise GTFs (with the assistance of the GTF campus liaisons) to discuss the GTF program in general as well as key specific issues such as mentoring and teaching training/faculty development for the GTFs at the Ph.D. program and campus levels. Both Executive Officers and Department Chairs are requested to arrange for a college-based faculty mentor for each GTF.

## **GTF Program College Liaisons**

### **Senior Colleges**

Baruch College: Associate Provost Barbara Lawrence  
Brooklyn College: Dean Kathleen Gover  
City College: Ms. Leslie Galman  
Hunter College: Associate Provost David Potash  
John Jay College: Provost Michael Steinman  
Lehman College: Acting Provost William Tramontano  
Medgar Evers College: Dean Mwalimu Shujaa  
New York City College of Technology: Dean Patricia Brown  
Queens College: Provost Evangelos Gizis  
College of Staten Island: Dean Francisco Soto  
York College: Provost Edward Weil  
Graduate Center: Acting Associate Provost Julia Wrigley  
Ms. Anne Ellis, Associate Director of Graduate Assistant Programs

### **Community Colleges**

Borough of Manhattan Community College: Vice President Sadie Bragg  
Bronx Community College: Dean Alice Fuller  
Hostos Community College: Vice President Daisy Cocco DiFilippis  
Kingsborough Community College: Provost Stuart Suss  
LaGuardia Community College: Vice President Peter Katopes  
Queensborough Community College: Dr. Arthur Corradetti

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