

GRADUATE ASSISTANT SELECTION/RENEWAL CRITERIA **Department of East Asian Languages and Literatures**

OVERVIEW: A Graduate Assistantship in the Department of EALL normally involves language teaching, for which the student receives a tuition waiver, salary, and medical benefits. There are two kinds of GAships, Regular (of which the Department is currently assigned nine from the University, five in Japanese and four in Chinese) and Temporary (the number of which is unfixed, but has been between two and four the past several years). The EALL Graduate Faculty decides how GAships are awarded. Consonant with the name of the Department, it is our policy to distribute Regular GA positions equitably between the disciplines (language and literature) so as to foster both. The distribution of Temporary positions is more responsive to the proportion of graduate students in each section.

See also the University's [Graduate Assistant Handbook](#) for general information and University requirements and expectations. (See also "Other Notes" section below for information on Tuition Waivers.)

PURPOSE: The Department sees Graduate Assistantships as serving two main purposes, in order of importance:

1. As a form of financial aid based on merit
2. As an opportunity to train students and give them teaching experience to make them more attractive on the job market. (Prior teaching experience is not a prerequisite for a GA position.)

SELECTION: When a GA opening is announced, students may submit an application (available from the main office) and three letters of recommendation. The Graduate Faculty will make its selection based on the following, in order of descending priority, with items 3 and 4 being used as "tie-breakers"

1. Academic performance (as indicated, not necessarily in order of importance, by current GPA, letters of recommendation, publications/conference papers, and TOEFL score [for non-native speakers of English; Graduate Division requires at least a 600 for all GAs])
2. Academic potential (as indicated by past GPA [for in-coming students], GRE scores, and letters of recommendation)
3. Teaching experience involving adult learners, preferably in the target language (to be demonstrated by the *Curriculum Vitae*, letters of recommendation, and student evaluations)
4. Course work/training in language teaching, preferably in the target language.

RENEWAL: Depending on the type of GA position you receive (Regular or Temporary), it may be renewable for a total of two years (for M.A. students) or three years (for Ph.D. students, with GA service while in the M.A. program counted against that three years). Your GAship appointment letter will specify whether or not your position is renewable. If it is renewable, the graduate faculty will conduct an annual review of your performance, and decide every two

semesters whether or not to renew your appointment. The decision will be made on the following criteria, which will be considered of essentially equal importance.

▶ Your performance as a teacher in the classroom. (This will be evaluated on the basis of classroom observation by two faculty members, your student evaluations [either the standard Departmental forms, or an evaluation administered by the Center for Instructional Support], and a portfolio selected by you containing a statement of your teaching philosophy and a sample of your teaching materials [which may include worksheets, quizzes, classroom activities, etc.])

▶ Your performance as a student in your degree program. (This will be determined by two recommendations from EALL graduate faculty members, one of which must be from your committee chair, if you have selected one, or your academic adviser. The graduate faculty recognizes that doing a good job teaching in the classroom may slow you down a bit in your own studies, but **continued reasonable progress toward your degree, as defined by your adviser, is the requirement here.**)

If your performance in either of these two areas is unsatisfactory, you will be placed “on probation” and given one semester to improve the weak area, or lose your GA position.

OTHER NOTES:

▶ New GAs with no prior language-teaching experience will need to undergo some sort of training in the Department. This varies by section. At present, GAs in Japanese must take the Practicum course (JPN 620), while those in Chinese and Korean will receive in-service training. See Evelyn Nakanishi for details.

▶ Each section of the Department keeps an updated ranking list of its current students so that GA positions and Tuition Waivers can be decided quickly. In special cases (e.g., a GA position becomes open on short notice), the Department may use the most recent previous ranking list to fill an opening. Such a position will usually have only a single semester tenure.

▶ Other qualifications being more or less equal, preference will be given to Ph.D. candidates in the awarding of GA positions.

▶ The above criteria also apply toward the distribution of Tuition Waivers, except that all students are automatically considered for Tuition Waivers, and need not submit an application. Eligibility for Tuition Waivers and GAships is counted separately; that is, the total time one has accumulated under one form of aid does not count against one's eligibility for the other form.

▶ In line with University admissions policy, a non-native English speaker who has received his/her BA or MA from an American university may be exempted, with approval of the Graduate Division, from the TOEFL requirement of 600 or above that the University expects from Graduate Assistants.