**DEPARTMENT OF GOVERNMENT**

*Teaching Fellow Appointment Information Form*

Please complete this form in its entirety and return the completed form to:

Thom Wall, Graduate Program Administrator [twall@gov.harvard.edu](mailto:twall@gov.harvard.edu)

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| **Contact Information** | | | |
| **Date** | **Harvard University ID (HUID)** *If applicable* |
| MM/DD/2016 |  |
| **Last Name** | **First Name** | | **Middle Name** |
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| **Harvard E-mail Address** *If none, please provide alternate* |  | | |

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| **Residential Address** | | |
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| **City** | **State** | **Zip** |
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| **Country** | **Cell Phone** | |
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| **University Mailing Address** | | |
| Enter Department | | |
| Enter Building | | |
| **City** | **State** | **Zip** |
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| **Country** |
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| **Paycheck Delivery** | | | | | |
| Once your appointment is fully approved, you may utilize [PeopleSoft](http://harvie.harvard.edu/) to sign up for Direct Deposit, see step by step directions [**here**](http://eureka.harvard.edu/reports/PS_Materials/upgrade/ss_direct_deposit_final.pdf). If you do not sign up for Direct Deposit, a paper check will be mailed to your residential address. | | | | | |
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| **Course Information** | | | | | | |
| **Course Number** | **Course Title** | | | | |
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| **How many sections are you expecting to teach?** | |  |
| **Have you been appointed as the Head TF/TA?\*** | |  | |
| *\*For new courses or courses with a large anticipated enrollment, a Head TF/TA may be assigned to handle administrative details associated with a larger course.*  **For Office Use**  TF TA JR SR  FTE:  I-9:  FN:  Date: | | | | |

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| **Academic Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Will you be a registered Harvard graduate student in the term you will be teaching?** *If no, please e-mail a current CV along with this form.* | | | | | | | | | | | | | | | | | | | | | | | | | | | Y/N | |
| **If yes, what year will you be in your current program?** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **Current School** *(e.g., GSAS, Harvard Law School, M.I.T.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Highest Education Level Completed** *(Please specify below)* | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Post-Doctorate** | | | | |  | | | **Doctorate (Professional)** | | | | | | |  | **Doctorate (Academic)** | | | | | | | | | | | |
|  | **Master’s Level Degree** | | | | |  | | | **Some Graduate School** | | | | | | |  | **Bachelor’s Level Degree** | | | | | | | | | | | |
| **Highest Degree Earned** | | | | | | | | | | | | **Institution** | | | | | | | | | | | | | | **Date** | | |
|  | | | | | | | | | | | |  | | | | | | | | | | | | | | MM/YYYY | | |
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| **For Harvard Graduate School of Arts and Sciences (GSAS) Students:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Home Department** | | | | | | | | | | | | | | | **Generals Passed?** | | | **If yes, date passed** | | | | | | | | | | |
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| **Demographic Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sex** | |  | **Date of Birth** |  | **Citizenship Status** | | | | | | | | | | | | | | | | | | | | | | | |
| M/F | |  | MM/DD/YYYY |  |  | | **U.S. Citizen** | | | | | |  | **Permanent Resident** | | | | |  | | **Temp Alien** | | | | | | | |
| **Ethnicity** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **Hispanic or Latino** | | | | | | |  | | **American Indian or Alaska Native** | | | | | | | | | |  | | | **Asian** | | | | | |
|  | **Black or African American** | | | | | | |  | | **Native Hawaiian or Pacific Islander** | | | | | | | | | |  | | | **White** | | | | | |
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| **Prior Teaching Experience** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Have you taught this course before? If yes, how many times?** | | | | | | | | | | | | | | | | | | | | | | | | Y/N | | | | | |
| **If no, have you taught in Gen Ed or Core before?** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |
| **If no, have you taught at the undergraduate-level before?** *If yes, please specify below* | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| **Course** | | | | | | | | | | | **Institution** | | | | | | | | | | | **Term** | | | | | | |
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| **Other Employment** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Will you be employed by any other Harvard department simultaneously?** *If yes, please specify below (e.g., research assistant, casual hourly, Post-Doc, Harvard staff, etc.)* | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
| **Position** | | | | | | | | | | | **Harvard Department** | | | | | | | | | | | **Hours/FTE** | | | | | | |
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