**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

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

|  |
| --- |
| **Residential Address** |
|  |
|  |
| **City** | **State** | **Zip** |
|  |  |  |
| **Country** | **Cell Phone** |
|  | ###-###-#### |

|  |
| --- |
| **University Mailing Address** |
| Enter Department |
| Enter Building |
| **City** | **State** | **Zip** |
|  |  |  |
| **Country** |
|  |

|  |
| --- |
| **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.   |
|  |
| **Course Information** |
| **Course Number** | **Course Title** |
|  |  |
| **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 SRFTE: I-9: FN: Date:  |

|  |
| --- |
| **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.)* |
|  |
| **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 |
|  |
| **For Harvard Graduate School of Arts and Sciences (GSAS) Students:** |
| **Home Department** | **Generals Passed?** | **If yes, date passed** |
|  |  | MM/YYYY |
|  |
| **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** |
|  |
| **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** |
|  |  |  |
|  |
| **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** |
|  |  |  |