Memorandum

To: Department of Chemistry Faculty and Graduate Students
From: Department of Chemistry
Date: July 25, 2019
Re: Posting of GTA/GSA Positions

The Department of Chemistry regularly has GTA/GSA positions available for the Fall, Winter and Spring/Summer Semesters. Notification of intent to apply for positions must be submitted by the Faculty Advisor for PhD students in Chemistry. Students enrolled in the MA or MS programs in Chemistry who are interested in consideration for positions must notify the Graduate Academic Services Officer (Melissa Rochon).

General Timelines for Applications: Fall applications are generally due around May 1. Winter applications are generally due around October 1. Spring/Summer applications are generally due around February 1. Hiring decisions are made based upon the following factors: satisfactory academic progress toward the degree, number of years enrolled in the program, number of semesters previously taught, tenure status of faculty advisor, and number of positions requested by faculty advisor as described in the departmental GTA rubric on the second page of this document. Decisions are made as soon as possible after all information is collected. Students are notified in writing if they are not selected for employment as soon as possible, but no later than July 1 for the Fall semester, or December 15 for the Winter semester. Inquiries about the process may be submitted to Kellie Lauder (ai6552@wayne.edu) or Melissa Rochon (melissa@chem.wayne.edu).

Wayne State University and the GEOC (Graduate Employees’ Organizing Committee – American Federation of Teachers) recognize an obligation and reaffirm by this Agreement their commitment to achieve equal employment opportunity, non-discrimination, and non-harassment within the University. Accordingly, it is agreed that, consistent with University policies, the University and members of the bargaining unit shall not discriminate or harass on the basis of race, color, veteran status, height, weight, ethnicity, religion, creed, political affiliation, political beliefs, membership in any social or political organization, national origin, ancestry, marital or parental status, age, gender, gender identity or expression, pregnancy, sexual orientation, disability, or HIV status, of those capable of performing their professional duties.
Rubric for Teaching Assistant Assignments:

1. Honor prior commitments and consider appeals for special consideration.
2. Calculate points (see below) and assign teaching assistantships from most to fewest points until all positions are filled.
3. Use the tiebreaker rubric (see below) to break ties.
4. If more GTA positions available than initial requests, send a second call for requests and repeat steps 2 and 3 with the new batch of requests and the remaining GTA positions.
5. Master’s students have lower priority than Ph.D. students.

Points = sum of the following 7 categories:

1. Year of student = (1st year = 10 points, 2nd year = 8 points, 3rd year = 6 points, 4th year = 4 points, 5th year = 2 points, ≥6th year = 0 points)
2. Previous departmental support of student via GTA or GSA = \{10 – [0.5 × (total fall and winter semesters of GTA or GSA)]\}
3. Assistant professor advisor = 10 points for 1st–5th year students
4. Current bad academic standing = –25 points
5. Documented poor teaching from previous semester = –5 points
6. Group requests = \{1 – (# of requests for GTAs from advisor)/[(# of requests for GTAs from advisor) + (# of overhead-bearing GRAs from advisor)]\} × 10
7. Student with the most points from a research group = 5 points

Tiebreaker rubric:

1. If tied individuals are within the same research group, then advisor’s choice
2. Research group with most overhead-bearing GRAs over the past 5 years
3. Research group with the most overhead-bearing GRAs for the current semester
4. Student has published at least one paper
5. Coin toss