

Approved 2 Feb 2015

POLICIES AND CRITERIA  
FOR AWARDING STUDENT ACADEMIC APPOINTMENTS (“SAAs”)  
(INCLUDING ASSOCIATE INSTRUCTOR (“AI”) and GRADUATE ASSISTANT (“GA”) POSITIONS)

*These criteria do not apply to Summer appointments.*

The *Guide for Graduate Students in Anthropology* describes a general model of our graduate program in which students complete their course work and take their Qualifying Examinations in three years, spend about a year doing sponsored research, and write their dissertations during the fifth or sixth year. To be eligible for selection as an AI or GA, students must have a minimum GPA of 3.5 and they cannot have more than one Incomplete grade on their record at the application deadline. Based on the limited funds available to the Department, the following groups are prioritized in descending order for receiving financial support.

1. Students to whom a commitment of multi-year support has been made by the Department and who have made satisfactory progress as stated in their Fellowship offer, i.e., College, McNair, Graduate Scholars, and President’s Diversity Recruitment Fellowships. Students in this group must complete an AI application to be awarded support, even if it is “guaranteed” in their admissions letters.

2. (For students in Fall 2012 entering class and earlier) PhD Candidates who have completed the data-collection phase of their research and are writing their dissertation. Support is limited to one year, i.e. two semesters. Students in this group are required to apply for support from two non-departmental sources. Students returning from the field are not guaranteed high priority for Summer AIs.

3. Students in their second and third year of course work (i.e. students who are still taking classes). We make every effort to provide as many opportunities as possible for students in this group to serve as AIs. Priority within this group is given to third year students who have not previously received departmental funding.

4. Students who fall outside of the above groups. Priority in this group is given to advanced students (in their fourth year and beyond) who have not previously received departmental funding or had teaching experience in Anthropology.

When the Admissions and AI Committees select applicants according to these priorities, there are two sometimes competing criteria: a) an evaluation of the student's performance and potential, and b) a consideration of his/her potential teaching ability or teaching experience. The AI Committee reviews each of the applications and supporting documents and makes appointments and alternate lists based upon a collective judgment. **The needs of the Department occasionally compel us to modify the above priority groupings. For example, when no other AI applicant possesses the appropriate training and experience to teach certain courses, we sometimes appoint graduate students whose eligibility has expired or whose priority category is lower.**

- All AI positions and most GA positions require 20 hours of work a week, and are equivalent to a 50% FTE SAA. Students who receive fellowships or assistantships are thus expected to commit the remainder of their time (other than duties required by the assistantship) toward degree requirements.
- Students who are offered an AIship in the department and who have also received a comparable Fellowship or Assistantship offer from another IU source (e.g. FLAS, GBL, ACT, AISRI, AIships or GAships in another department or unit, etc.) are required to accept those awards in lieu of Anthropology Department support.
- All students receiving other support of any kind at IU (i.e. fellowship, scholarship, AI- or GA-ship, hourly employment, grant funding) are required to notify the DGS and Graduate Secretary of what they have received. IU places restrictions on the number of appointments a student can hold at one time, and students need special permission to hold appointments that bring them above 50% FTE. If a student wishes to hold two positions, and the student and their advisor feel that this is manageable, then the student and the student’s advisor should request permission to do so from the AI committee and the Graduate Affairs Committee. If approved, the student’s advisor will need to work with the DGS and departmental staff to request an administrative overload from the College. In these cases, the department needs to know if the outside position duplicates health insurance or any other cost coverages that Anthropology is offering.
- A student may lose their priority status for future funding in the department if it is found that s/he is holding more than one AI, Fellowship, or GA position. The goal in this policy is to ensure that every student has the opportunity to teach in the anthropology department during their graduate career; to encourage students to focus attention on fulfilling degree requirements, to provide good quality teaching in the department, and to save department resources if funds are available elsewhere.