

Modifications by GAC, May 4, 2009

POLICIES AND CRITERIA
FOR AWARDING ASSOCIATE INSTRUCTORSHIPS (AIs)

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 year. Accordingly, the department policy calls for funding non-Fellowship PhD students for no more than two years before they have taken their Qualifying Examination and completed the data collection for their dissertations. (Note: this is not a guarantee of support for two years but an indication of eligibility). Students are eligible for an additional year of support during the dissertation write-up year. To be eligible for selection as an AI, 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., Women in Science, McNair Fellowships. Students in this group must complete an AI application in their second and subsequent years of support.

2. 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 and to submit copies of those applications with their AI application. Students returning from the field are not guaranteed high priority for Summer AIs.

3. Students in their second and third year of course work. 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. Fourth year students and others who fall outside of the three year model. Priority in this group is given to fourth year students who have not previously received departmental funding.

When the Admissions and Awards Committee selects 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 Awards 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 autonomous courses, we sometimes appoint advanced graduate students whose eligibility has expired.**

In addition to AIs, the Anthropology Department awards a position at the Human Relations Area Files (HRAF).

Students who receive fellowships or assistantships are required to commit their full effort (other than duties required by the assistantship) toward degree requirements and are not allowed to hold any other teaching or research appointment. This restriction applies not only to positions at IUB, but to positions at IUPUI, Ivy Tech or any other academic institution. Students who are offered an AIship in the department and who have also received a comparable Fellowship or Research Associate offer from another source (e.g. FLAS, GBL, ACT, AISRI, etc.) are required to accept those awards in lieu of Anthropology Department support. All students receiving outside support of any kind are required to notify the Anthropology Department of the award they have received. 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 AIship, Fellowship or teaching job (under special circumstances a student's advisor may petition the Graduate Affairs Committee for a waiver). 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 the requirements for the PhD, and to provide good quality teaching in the department.

All Assistant Instructors should keep in mind that the position requires 20 hours of work a week.