POLICY FOR APPOINTING GRADUATE STUDENTS
TO SOCIOLOGY TEACHING POSITIONS

Introductory Statement
1. The University of Oregon Sociology Department commits to providing highly qualified instructors to teach its undergraduate courses.

2. The Department commits to providing teaching experience for graduate students when it does not conflict with the goal of providing highly qualified undergraduate course instruction.

3. Normally, the Associate Department Head reviews graduate student teaching applications, recommends the best candidates to the Staff Development Committee (SDC), and with the advice and consent of SDC appoints Graduate Student Teachers. Last-minute vacancies may be handled differently. During the regular academic year, if an instructor vacates a course less than 12 weeks before it is to begin, the Associate Head may appoint a last-minute replacements consulting only with the SDC chair. During the summer, the Department Head may appoint such last-minute replacements, consulting if possible with the SDC chair.

Criteria for Selection

A = A completed file that includes (1) a letter of application, explaining your particular qualifications to teach the course, summarizing Master’s Paper or “C” exam content where relevant, and describing prior teaching training and teaching experience; (2) evidence of forethought in preparing the course, such as a draft syllabus and sample teaching materials; (3) prior student course evaluations; (4) a current UO transcript; (5) a current curriculum vitae; and (6) two reference letters dated within the preceding 24 months.

B = Successful completion of the Master’s Paper requirement with a “Pass at the PhD” level or the successful completion of the Qualifying Examination.

C = Master’s Degree in sociology, including required coursework at the University of Oregon.

D = College teaching experience in sociology, i.e., full responsibility for teaching one or more college level courses.

E = Fulfilling the minimum requirements is a necessary condition for appointment, but is not enough evidence to indicate a highly qualified candidate. The second condition is a favorable evaluation of the file contents. For this, the Associate Head and SDC must use their best judgment.

F = To teach, students must be making satisfactory progress through the graduate program, according to the department’s rules regarding minimum levels of academic progress. If students are not qualified when appointed, the Associate Head and SDC will set a reasonable time limit by which the student must meet the satisfactory progress requirement before teaching the course.

Minimum Requirements to Teach

SOC 204 or SOC 207 A + (B or C) + D* + E + F

300-400 level courses A + (B or C) + E + F

Having completed a Master’s Paper or C-exam in a closely related area will be a factor considered by the Associate Head and SDC, but is not a requirement for appointment.

When two or more graduate students who meet the basic qualifications apply for a single teaching position, first consideration should be given to a student who has taught two or fewer courses in the department and has no departmental funding available. Second consideration should be given to those who have taught more than two courses, but have no departmental funding available. For those applicants without departmental funding available, if no qualified applicant has taught two or fewer courses, the committee should seek to balance the concerns of providing highly qualified teachers for our courses, and providing an equitable distribution of teaching opportunities for our graduate students. Third consideration would be for those who have departmental funding available, but have taught two or fewer courses. Fourth priority would be for those who have departmental funding available and have taught more than two courses.

* except for summer session teaching assignments