

Appointment Procedures

- Ph.D. students in the Department of Chemical Engineering (ChE) are often provided with a Teaching Assistantship (TA) or Research Assistantship (RA). Renewal of that funding for each semester is subject to satisfactory academic and research progress in the Ph.D. program based on department standards. To be appointed or reappointed as a TA, a student must be able to serve as a TA for any ChE core courses. For current Ph.D. students, any prior TA performance reviews must be satisfactory.
- Typical TA positions in the department are 25% or 50% appointments for each semester. The fall semester hiring dates are August 16 through December 31, and the spring semester hiring dates are January 1 through May 15. The department head and faculty will nominate Ph.D. students for the available TA positions. The DGS and instructor will assign a TA to one or two ChE courses, which depends on the load and enrollment of the courses.
- Offer letters: The department will start to send the TA offer letters 45 days prior to the start date of a typical appointment for each semester. However, we continue to make offers until all positions are filled, even closer to the start of the semester. Our available offers and TA positions may change based on enrollment and due to eligible TAs switching to other types of aid, such as a Research Assistantship.
- Summer TA appointments: The ChE department does not offer any TA position in the summer.
- TAs generally follow the directions of the instructors. These instructions are communicated at the beginning of the semester when TA assignments are made.

Hiring Considerations

Factors for TA appointment or for specific course assignments include:

- Prior TA reviews
- Program of study (Ph.D. students receive priority over MS students)
- Academic record (minimum GPA 3.0) and progress toward the degree (for Ph.D. students, this may mean completing research and academic milestones, such as the qualifier and preliminary examinations, in a timely manner)
- Specific needs of the class and instructor
- Student's preferences and availability at times needed for labs/discussions
- Previous teaching experience in specific classes: need and ability
- Department's mission to provide the best support to our students in each of our classes