

History Department Guidelines for Reserve Class Distribution

February, 2015

Each year the Faculty of Arts and Sciences designates a small number of classes to each unit for assignment to non-CUFA or CUPFA members. These guidelines delineate the procedure by which such classes will be assigned.

The History Department prioritizes designating such classes to current doctoral and post-doctoral students in our program. Early in the fall semester, the chair shall invite all PhD students to submit a list of classes they have an interest in and qualifications for teaching. Normally, such courses shall be 200-level classes listed in the current undergraduate calendar. Once the department has finalized its course planning for the subsequent academic year, the Chair in consultation with the Associate Chair will designate those classes most appropriately taught by reserve instructors. The selection of such classes will be based foremost on the scheduling needs of the department as a whole.

The Chair will then invite those students who originally expressed an interest and ability to teach such classes to submit further application materials – a cv, a copy of all their graduate transcripts, a letter of intent summarizing their teaching qualifications, and a letter of support from their supervisors.

A committee composed of the Chair, the Associate Chair, the Graduate Program Director, and, if appropriate, individual student supervisors, will select the most qualified party from the pool of applicants. Qualification will be determined in terms of students' expertise in the field and prior classroom experience. Normally, such students shall be ABD and preference will be given to qualified applicants who have not already had an opportunity to teach reserve classes.