

Policies for Funded Teaching Fellows (TF) or Instructional Assistants (IA) Ph.D. Program and GCSW Research Centers

Description

Teaching Fellows (TF) have direct student contact in a formal instructional setting and are charged with the primary responsibility of teaching a course for credit. Teaching fellows are listed as the instructor of record. Appointments at this level normally imply advanced academic status and substantial college or university experience. For SACS compliance in the GCSW, TFs should possess at least a master's degree in the teaching discipline.

Instructional Assistants (IA) are graduate students who do not have direct instructional duties; however, they are employed to assist assigned faculty members with academic courses, programs, projects or other activities in support of the instructional process.

TF and IA are awarded on a competitive basis, and teaching assignments are based upon the needs of the GCSW matched with TF/IA qualifications. This award includes a tuition benefit, monthly pay and a health insurance stipend. Applications for TF/IA are accepted during the Spring semester.

Work Requirements

In addition to a one course per semester teaching assignment (or its equivalent), all TF and IA are required to work 12 hours per week for a GCSW faculty member. This work assignment is specific to research and research-related activities. The process for assigning TF/IA to faculty research projects is managed by the Ph.D. Program and Research Centers Committee.

Faculty work assignments for TF/IA research hours must include one or more of the following areas, and all work assignments must have a research purpose:

1. Literature review related to a research area.
2. Data entry for a research project.
3. Data analysis for a research project.
4. Grant development work.
5. Research proposal development.
6. Article preparation.
7. Other (consult with PhD Program Director or Associate Dean for Research)

Training Requirements

All TF/IA are required to complete IRB training. They must submit completion of the training to the Associate Dean for Research. The link to the IRB page with the forms, training links, and information, is

<http://www.research.uh.edu/Home/Division-of-Research/Compliance-and-Committees/CPHS/CPHS-Training-Requirements>

This website also provides links to the *CITI* and *NIH Protecting Human Subject Participants* online training modules:

1. <https://www.citiprogram.org/Default.asp?>
2. <http://phrp.nihtraining.com/users/login.php>.