

Teaching Assistants and Teaching Fellows FAQs

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How does the hiring process work?

Eligible graduate students can apply for graduate teaching opportunities in the following year.

Students who are interested in applying to be Teaching Fellows should carefully review the course information for TF positions as well as the list of additional and preferred qualifications for each department. While not meeting the preferred qualifications does not disqualify you from applying, please note that TF positions are very competitive and that you should keep the departmental preferences in mind when submitting your application.

The TA application will be posted in mid-February 2025: all positions will be announced on the graduate teaching [website](#) and graduate students will be invited to apply via email.

Shortly after the application deadline, students will receive an email from gradstudentteaching@newschool.edu with an indication of whether the application was Eligible, Tentatively Eligible, or Ineligible. Eligibility details are outlined on the [website](#) (Minimum Eligibility Requirements for Teaching Assistants). Generally, a strong application will also meet the additional, preferred qualifications, if any, but not meeting these qualifications does not affect the eligibility of your application.

The Provost's Office circulates all eligible and tentatively eligible applications to hiring faculty and departments (no distinction is made between these application types to guarantee fair review of all applications). All departments organize the review process internally, and **the Provost's Office is not involved in deciding who is hired for a specific position.**

Once schools, departments, and programs have made their decisions, the hiring units send offer letters to prospective TAs and TFs. Offers for both TA and TF positions are first made late in the spring semester, but may be made later as new courses are added to the curriculum and additional positions become available. Students will have up to ten business days to accept or decline their offers. Once a student has accepted a position, they must go through the on-boarding process with Human Resources if they are a new hire (those who have worked on campus should check with HR to be sure that their information is up to date). International students will need to submit further documentation and apply for a Social Security number if they do not have one already. At the end of this process, HR sends an official appointment letter to the academic student worker, which enables the TA or TF to begin working. Academic student workers should not begin working until they have received their official appointment letter from HR.

Please note that you must apply for TA and TF positions separately. TAs and TFs have different degrees of responsibility and, in general, students should have held a TA position (or equivalent teaching experience) before applying for a TF position.

Who decides if I get a position?

While the Provost's Office **coordinates the application process** for most TA and TF positions, the departments and programs that sponsor these courses are responsible for making all hiring decisions.

Whom do I contact with questions about my application?

For questions about courses or hiring decisions, please contact the Chair or Director of the department or program that sponsors the course that you would like to teach. For questions about the application timetable or other practical concerns, please review the Provost Office's graduate student teaching program [website](#).

I updated my resume/cover letter/have additional materials but the deadline has passed. Can I still submit these materials?

No. Once you submit your application materials on the HR website, we can no longer make changes to your online record. For this reason, we ask that you review your materials carefully before you submit online.

I missed the deadline. Can I still apply?

No. After the deadline, colleges review the eligibility of all applicants. Hiring faculty are then given access to all eligible applications shortly after this review. Since we cannot guarantee that late submissions get full consideration, we do not accept late applications.

When will I know if was hired?

For 2025-26 Teaching Fellowships, departments aim to notify you by April 14, 2025, but many departments are still planning their curriculum for the following year and many decisions are made after that date. Teaching Assistant positions should be decided by mid May-Summer 2025. Again, some TAs are hired after this date due to higher enrollments and new courses being added to the curriculum. When additional opportunities become available, application materials will be distributed to the hiring unit for review. You do not need to apply separately to be considered for these additional positions.

Why did I not get invited for an interview?

While the Provost's Office encourages hiring departments and programs to hire prospective candidates, not all of them are able to do so. Please contact the **Chair or Director for the program or department sponsoring the course** that you are applying for if you would like more information about your application.

Some students have already been notified that they have a position. Does this mean that I will not get a position?

No. Some schools and departments add positions (especially for TAs) at a later date due to high enrollments or other unforeseen changes to the curriculum.

I am an NSSR Prize Fellow. Do I still need to apply for a position, or will one be offered to me directly?

Yes. NSSR Prize Fellows go through the same application and hiring process as all other academic student workers even when meeting their work obligation.

Do I have to apply for a TA position if I have already applied for a TF position?

Yes. The TA and TF application process are distinct.

A faculty member already informally discussed a position with me. Do I still need to submit an application?

Yes, to be eligible for any Teaching Fellow or Teaching Assistant positions offered through the Provost Office's graduate student teaching program, you must submit an online application, even if a faculty member has already discussed the position with you informally.

How many courses can I select on my application?

You may indicate your preference for

- Two to four Teaching Fellow courses on the online application.
- Six Teaching Assistant courses on the online application.

Before applying please carefully review specific TF Course Information.

I did not get a teaching position. Can someone give my feedback on my application?

While the Provost's Office coordinates the application process for most TAs and TFs, the departments and programs that sponsor these courses are responsible for making all hiring decisions. Please contact the chair or director of the department or program that is sponsoring the course for which you are applying.

Who can apply for a TF or TA position?

TF and TA positions are open to all students in good standing who are matriculated full-time (enrolled in courses or maintaining status) at The New School in the semester in which they teach. Please review detailed eligibility requirements on our [website](#).

I will be graduating this semester. Can I still apply for a position? Do I have to be a student to apply for a position?

You must be matriculated full-time (enrolled in courses or maintaining status) at The New School. If you are a part-time PhD student, you may be eligible to apply if you take equivalency credits. Please consult with your academic advisor.

Recent graduates are welcome to apply for a part-time faculty position on the HR [website](#).

I have never taught before. Can I still apply?

Yes. You do not need teaching experience to meet the minimum eligibility requirements for a graduate teaching position, though some of the departments and programs that hire graduate student Teaching Fellows do prefer applicants with teaching experience.

Serving as a Teaching Assistant in undergraduate or graduate courses is an important step in the process of becoming a teacher. A subsequent appointment as a Teaching Fellow represents the natural progression of this process. For that reason, teaching experience is preferred for Teaching Fellows.

What are the differences between a TA and a TF?

Simply put, a Teaching Assistant helps a faculty member manage his or her course, while a Teaching Fellow is the instructor of record, and is responsible for all aspects of the course that they teach. Please consult [this document](#) for an overview of the differences in responsibilities between Teaching Assistantships and Teaching Fellowships.

How many hours am I allowed to work?

Consult the [Policy on Maximum Student Worker Hours](#).

How many hours am I supposed to work?

Consult the offer letter you received for your position.

How much will I get paid?

Compensation is outlined in the offer letter that you will receive and varies based on the expected hours worked for the position. All compensation complies with the current CBA.

[SHENS-UAW CBA 2023-2026 CBA](#)

When do I get paid?

TAs and TFs are paid bi-weekly by stipend. The bi-weekly pay calendar will be shared with TAs and TFs receive their appointment letter.

I am currently teaching, but I did not get paid. Who can help me?

Please contact your hiring manager with details of your appointment.

What support is there for TAs and TFs who are new to teaching?

All graduate students interested in teaching are encouraged to take [UPED 6201](#) Topics in Pedagogy in the semester in which they teach. The course is 0-credit and there is no enrollment fee, and is an expectation of TF applicants (a waiver of this is possible for graduate students who already possess teaching experience). Graduate students who are interested in applying for a TA or TF position are welcome to take the course at any time.

Additionally, the Provost's Office hosts an Orientation session at the start of each semester. All TAs and TFs will be invited to participate.

I am currently teaching and I am having issues with my supervisor/students. What do I do?

For student concerns, please work with the lead faculty or supervisor of your course and contact the student's academic advisor through Starfish. For issues with your supervisor, please contact gradstudentteaching@newschool.edu and cc your hiring manager.