

University of Kansas Humanities & Western Civilization Program

GRADUATE INSTRUCTORSHIPS

The Humanities and Western Civilization Program invites applications from qualified graduate students to become half-time graduate instructors. A foundational and interdisciplinary humanities "core," the Western Civilization courses have long contributed to the reputation of The University of Kansas in undergraduate education. They have also provided a unique teaching opportunity for graduate students from a variety of departments and schools in the university.

Founded in 1945, Western Civilization is a two-semester course emphasizing direct student engagement with and discussion of some of the influential authors and writings of the Western intellectual heritage. The program is a general education requirement for undergraduates in the Bachelor of Arts, the Bachelor of General Studies, and almost all the Bachelor of Science programs in the College of Liberal Arts and Sciences, and for students in the Schools of Journalism and Social Welfare. Among the readings for 2008-2009 are such authors as Sappho, Sophocles, Plato, Augustine, Aquinas, Chaucer, Machiavelli, Luther, Galileo, Locke, Marx and Engels, Mill, Du Bois, Darwin, Nietzsche, Dostoevsky, Freud, and Woolf. Study and discussion of the readings are organized around seven themes: the good life, work and economic life, the citizen and the state, knowledge and education, intimacy and social life, nature and the supernatural, and morality and self-realization. Within those contexts attention is also given to issues of gender, race, and the Jewish experience.

All new graduate instructors are responsible for leading three weekly discussion sections, attending two large lecture sections taught by Program faculty each week, participating in regular weekly staff meetings, attending instructional sessions on the teaching of writing, and fulfilling other duties relevant to the Program, not to exceed a total of twenty hours per week. Appointments are for one year but are normally renewable for up to five years. Staff members are required to demonstrate regular progress toward a graduate degree in one of the university's programs, and must enroll for a minimum of six hours of graduate instruction per semester. The base salary of graduate teaching assistants appointed for 2009-10 is \$12,500; annual merit increments depend upon budgetary allocation by the state legislature. All appointees receive a tuition waiver.

The University's Policy and Procedures on Out-of-Field GTA Appointments (July 6, 2007) requires explicit endorsement of applicants for HWC GTAships by their home department. It also states that "Students pursuing degrees that are not generally intended to prepare a student for a career that involves teaching cannot be appointed as an out-of-field GTA.

Required qualifications include: a 3.4 GPA (on a 4.0 scale); demonstrated evidence of breadth in the humanities and social sciences; application to or current standing in a KU graduate program at the time of application; official copy of complete transcripts of college or university work; three completed Western Civilization recommendation forms. Please note that *letters* of recommendation are not required and cannot be accepted in lieu of the completed forms.

Preferred qualifications include: demonstrated evidence of successful teaching experience (e.g., teaching evaluation summaries); 3.6 GPA in graduate coursework. A substantive interview of highly ranked candidates is an essential part of the hiring process; no position can be offered without an interview. Candidates selected for interview must cover travel expenses themselves. No candidate will be offered a position without documentation that he or she has been admitted to a KU graduate program.

Inquiries regarding graduate instructorships and requests for application materials should be sent to: The Director, Humanities and Western Civilization Program, The University of Kansas, Bailey Hall, 1440 Jayhawk Boulevard, Room 308, Lawrence, KS 66045. **The deadline for completion of application materials for the 2009-2010 academic year is February 12, 2010**

The University of Kansas

Humanities and Western Civilization Program

APPLICATION FOR GRADUATE TEACHING ASSISTANTSHIP

PERSONAL DATA

Please Type or Print

Last Name, First Name, Middle Name or Initial	Other Names Under Which Records May Be Obtained
Address	City State Zip Code
Telephone Number	E-Mail Address
Social Security Number (Voluntary per K.A.R. 50-2-4)	KU Student ID Number (Current or Former KU Students Only)
Graduate Work: Department Name & Degree Sought	Have you been accepted? YES NO

EDUCATIONAL DATA

Please Type or Print

<p>UNDERGRADUATE WORK List institutions attended, dates of attendance, academic honors, degree and date received, and GPA.</p> <hr/> <hr/> <hr/> <hr/>	<p>Please Do Not Write In This Area</p>
<p>GRADUATE WORK List institutions attended, dates of attendance, academic honors, degree and date received, and GPA.</p> <hr/> <hr/> <hr/> <hr/>	
<p>Fields of Specialization of previous graduate work, including title of thesis:</p> <hr/> <hr/> <hr/>	
<p>Reading and/or Speaking Ability in a Foreign Language:</p> <hr/> <hr/> <hr/>	

LIFE EXPERIENCE

Please Type or Print

<p>Employment History: List present or most recent employer first; include dates of employment, organization, and position (be certain to list all teaching positions held).</p> <hr/> <hr/> <hr/> <hr/>	<p>Please Do Not Write In This Area</p>
<p>Foreign Travel: List areas of travel abroad, if any.</p> <hr/> <hr/> <hr/> <hr/>	

REFERENCES: Please list the names and addresses (including e-mail address) of three people who are familiar with your scholastic ability and with your academic achievement and potential, and whom you are asking to complete the attached recommendation forms in your behalf. Forms should be returned directly to the HWC Program by the writers.

Name	University/Organization	Street Address	City, State Zip Code	E-mail Address
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Name	University/Organization	Street Address	City, State Zip Code	E-mail Address
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Name	University/Organization	Street Address	City, State Zip Code	E-mail Address
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PERSONAL STATEMENT: On one side of a single separate sheet of paper, please write (typewritten, single spaced) a narrative giving a picture of yourself as an individual. It should deal with the educational and cultural opportunities in which you have been exposed, the influences on your intellectual development, and the ways in which these experiences have affected you. Also include your special interests and abilities, career plans, life goal, and any other information you believe would be important for the hiring committee to consider.

OFFICIAL TRANSCRIPTS of all college and university work, showing all graduate and undergraduate degrees, courses, credits, and grades, must also be received by the deadline (February 12, 2010) before your application will be considered complete. This copy is in addition to the transcript required for admission to the Graduate School.

ALL APPLICATION MATERIALS ARE DUE NO LATER THAN FEBRUARY 12, 2010: The application form, official copies of all transcripts, three reference forms, and your personal statement are due no later than February 12, 2010. Highly ranked candidates will be invited for a personal interview on the campus of the University of Kansas in Lawrence, Kansas; no position can be offered without an interview. Candidates selected for an interview are responsible for their own travel expenses associated with the interview.

<p>I certify that the above statements are correct to the best of my knowledge, and understand that, if employed, any false information in this application may result in termination. I authorize the University of Kansas to verify any or all statements in this application.</p>	
<p>_____ Signature</p>	<p>_____ Date</p>

Safety and Crime on Campus: The annual security report about KU safety policies, crime statistics, and campus resources is available online at www.ku.edu/safety or on paper by contacting the Dean of Students, 133 Strong Hall, (785) 864-4060.

An Equal Opportunity/Affirmative Action Employer

The University of Kansas

Humanities and Western Civilization Program

Reference Form

Applicant's Name _____

TO THE REFEREE: The person whose name appears above is applying for a Graduate Teaching Assistantship with the Humanities and Western Civilization Program at the University of Kansas and has requested your completion of this form. You may additionally write a letter of recommendation if you wish, but *we cannot consider applicants whose referees do not complete THIS FORM.* **PLEASE RETURN THIS FORM NO LATER THAN FEBRUARY 12, 2010.**

We would appreciate receiving your candid responses on this form. Please note that the applicant has signed a statement on the reverse side of this form concerning the confidentiality of this document.

In what capacity and for how long have you known the applicant?

	Below Average Bottom 40%	Average 40 - 60%	Good 60 - 80%	Very Good 80 - 95%	Exceptional Top 5%	Unable to Judge
Native intellectual ability						
Breadth of general knowledge						
Ability to synthesize knowledge from more than one discipline						
Creativity						
Self-discipline						
Motivation						
Ability to work with others						
Ability to profit from suggestions and constructive criticism						
Emotional maturity						
Ability to meet deadlines						
Written Communication Skills						
Oral Communication Skills						
Promise as a teacher						

Are there any additional statements you wish to make concerning the applicant's capacity for graduate study?

Assets:

Liabilities:

Are there any additional statements you wish to make concerning the applicants capacity as a Graduate Teaching Assistant?

Assets:

Liabilities:

REFEREE'S PERSONAL INFORMATION

Name _____		Position/Title _____	
College/University/Company _____	Street Address _____	City, State _____	Zip Code _____
Phone Number _____	E-Mail Address _____		
Signature _____		Date _____	

Please mail this form by **February 12, 2010** to: Director, Humanities and Western Civilization Program
University of Kansas
Bailey Hall
1440 Jayhawk Boulevard, Room #308
Lawrence, Kansas 66045-7574

TO THE APPLICANT: The purpose for which this confidential statement is being obtained is consideration for employment as a Graduate Teaching Assistant. It will be received and maintained in confidence.

Please sign **ONE** of the following statements:

I hereby reserve any and all access rights I might have to this form, and any accompanying letter of recommendation, under the Federal Family Educational Rights and Privacy Act, any state law, or any other laws, regulations or policies.

Applicant's Signature

Date

I hereby expressly and voluntarily waive any and all access rights I might have to this form, and any accompanying letter of recommendation, under the Federal Family Educational Rights and Privacy Act, any state law, or any other laws, regulations or policies.

Applicant's Signature

Date

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Ability to profit from suggestions and constructive criticism						
Emotional maturity						
Ability to meet deadlines						
Written Communication Skills						
Oral Communication Skills						
Promise as a teacher						

Are there any additional statements you wish to make concerning the applicant's capacity for graduate study?

Assets:

Liabilities:

Are there any additional statements you wish to make concerning the applicants capacity as a Graduate Teaching Assistant?

Assets:

Liabilities:

REFEREE'S PERSONAL INFORMATION

Name Position/Title

College/University/Company Street Address City, State Zip Code

Phone Number E-Mail Address

Signature Date

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Liabilities:

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Liabilities:

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