TEACHING REQUIREMENT

Requirement for CMB

CMB students are required to teach as a graduate student instructor (GSI) for one term, and submit a teaching evaluation form (see CMB Forms) from the supervising instructor at the end of the semester.

Finding a Teaching Position

CMB keeps a list of prior GSI positions held and contact information (see “Program Guide” on the website). The student is responsible for seeking out and securing a position. It is best to start searching earlier, rather than close to defending – usually students do this relatively soon after reaching candidacy (e.g. year 3/G2 or 4/G3). Sometimes teaching positions are plentiful, and sometimes they are competitive and less common. Start searching for a position at least 1-2 semesters ahead of time.

DO search for a position that complements your interests. DO NOT wait until the last minute and take anything you can get.

DO apply for several opportunities. DO NOT decline another offer until you are appointed to a position. Sometimes departments have opportunities that are dependent on approval or budget to hire you. If this falls through, it’s good to have another option.

Accepting a Teaching Position

Once a teaching position is arranged, the student should submit to the CMB office the following:

- Course number
- Department appointing the student
- Percent effort of the appointment (e.g. 25% or 10 hours/week)
- Name of course director/supervising instructor

Students must let CMB know this information a minimum of 1-2 months before the intended start date. This gives CMB time to coordinate the student’s other funding with a teaching appointment.

Additionally, the student should not accept a GSI position until they have confirmed this information with CMB as it may affect or be limited by their other funding. For example – F31s typically require the student to be appointed at no more than 25% effort in a teaching position (no more than 10 hours/week). This means they cannot take a GSI position at 50% effort (which applies to many GSI positions).

Expectations of GSIs

At a minimum, students are expected to attend lectures, prepare material to present in a formal class context (review session or lecture), and to participate in student evaluation (exams). The teaching requirement must be fulfilled prior to completion of the degree.

Institutional teaching awards recognize excellence in teaching, indicating the value placed on learning these skills.