

<b>To:</b>	Graduate Students in the Department of Economics
<b>From:</b>	Clare MacLean, Department of Economics, Littauer 200B
<b>Re:</b>	Teaching Fellowship Information 2007-08
<b>Date:</b>	May 23, 2007

*Attached is the application for teaching fellowships for 2007-2008. **Please return the application to me on or before Friday June 1.** The application includes a list of courses the Department will offer next year. There may be some changes to these course offerings and meeting times.*

## **THE ASSIGNMENT PROCESS**

When I have received your applications, I tabulate the teaching preferences and then distribute to faculty a list of applicants for their courses. Faculty will respond with their preferences. I will then offer sections to you, attempting to balance course needs with your interests. I hope to make offers to you in June, leaving you time to consider your choices and accept formally before the summer.

It is important to be flexible about what you will teach, especially if you have a high level of financial need. We often have a hard time finding enough economics graduate students to teach undergraduate theory (micro and macro) and econometrics courses.

**Enrollments:** As I cannot (with 100% accuracy) determine class enrollments before study cards are turned in, I attempt initially to offer sections conservatively. As a result, some (very few) applicants may not be offered enough teaching in the first round of assignments, but they will be considered for any future openings. Often, additional sections become available at the beginning of each semester. *TF assignments are rarely rescinded due to low enrollment. If your TF assignment is rescinded, it is my obligation to ask you to shift to another course, or assist with grading in another course.*

**Section Size:** The section size for most courses is 18-20 students. Courses requiring heavy grading, such as quantitative and theory courses, often have 16-17 students per section. Field courses sometimes have 20-23 students per section.

### **Teaching Commitments and Responsibilities**

**Once you accept an assignment, you are obligated to carry it out. Reneging on a teaching commitment, particularly at the last minute, is irresponsible and causes considerable inconvenience for course heads and their students. If circumstances change and you are no longer able to carry out a TF assignment, please speak to me and the professor as soon as possible so that alternate plans can be made.**

In general, teaching fellows are expected to: 1) attend lecture, 2) run an hour-long session per week (per section), 3) hold office hours, 4) help with course administration (such as updating course web sites), and 5) grade assignments and exams. TFs in some courses also help design problem sets and/or help write portions of exams. One section is worth about 8 hours of work per week.

As with faculty members, teaching fellows are expected to remain in the Cambridge area to meet their sections regularly throughout the semester. Reading period is considered part of the semester. If you must leave town and miss some of your teaching responsibilities, you must make prior arrangements with the professor.

### **Teaching Fellow Training**

All *new* teaching fellows (i.e., new to teaching for Harvard's Department of Economics) are required to participate in the department's teacher training program. This includes an afternoon teaching workshop at the beginning of the semester and a follow-up meeting a few weeks into the semester. New TFs are also videotaped in the third or fourth week of the semester to aid in their training. Finally, all TFs—new and

old—receive midterm teaching evaluations from their students. There will be a coordinator of the Teacher Training Program for the department and will be available throughout the year to assist TFs with teaching concerns and questions.

In addition, the Derek Bok Center for Teaching and Learning offers additional training sessions and has superb training for TFs for whom English is a second language. The department strongly encourages students to investigate this resource. The Bok Center phone number is 495-4869; their web site is at <http://bokcenter.fas.harvard.edu/>.

## ELIGIBILITY AND ASSIGNMENT LIMITS

*Economics Ph.D. students should be entering their second year (at least) and be in good standing.*

**Second-year students:** Second-year students can teach up to 1/3-time per semester unless they are teaching 2 sections (which must be in the same course). In this case, they can teach up to 2/5-time per semester.

**Pre-orals 3<sup>rd</sup>-year students:** Students in this category can teach up to 2/5-time a semester, and both sections must be in the same course.

**Post-orals 3<sup>rd</sup>-year and beyond:** Students in this category can teach up to 3/5-time average over the year.

**International students:** Students in this category can not, by law, work more than 20 hours per week, which we interpret as a 1/2-time teaching assignment. International students who have a 1/2-time assignment are not legally allowed to take on more work (e.g., RA work) during the semester.

**NOTE:** Students are usually limited to **4 years of teaching** (1 semester per year counts as a full year), but TFs who have had small loads (less than 16 semester-fifths total) can usually teach a 5<sup>th</sup> year if they are making satisfactory progress.

## SALARIES

**Junior Rate:** The full-time junior rate, which applies to G-2 students, is \$40,000.

**Senior Rate:** The full-time senior rate, which applies to students G-3 and up, regardless of whether they have completed their orals, is \$45,600. (Note: G-2s who have a master's degree in a relevant field are eligible for the senior rate.)

The following chart lists the various fractions of full-time equivalents (FTEs) used in Economics and their accompanying salaries at the Junior and Senior Rates.

**TEACHING FELLOW FRACTIONS (FTEs) AND THEIR SALARY EQUIVALENTS FOR 2007-2008**

		Junior Rate	Senior Rate
		(G-2)	(G-3 and up)
Section Amount		\$40,000 annually	\$45,600 annually
Semester	½ section =. 1	\$2,000.00	\$2,280.00
Year	½ section =. 1	\$4,000.00	\$4,560.00
Semester	1 section =.2	\$4,000.00	\$4,560.00
Year	1 section =.2	\$8,000.00	\$9,210.00
Semester	.33	\$6,666.67	\$7,600.00
Year	.33	\$13,333.33	\$15,200.00

**Full-time Equivalent (FTEs):** Teaching fellowships in most courses (such as 1010a/b, 1410, 1530, 2120, etc.) pay **1/5 (.2) per section per semester**. Second and third sections normally pay double or triple the single rate, although we sometimes make adjustments when enrollments do not conform exactly to guidelines for TF assignments. **Exceptions: (1) 2010a/b/c/d pay 1/3 per section per semester; (2) Econ 985s (senior thesis seminars) pay at the rate of 1/10 annually.** These seminars generally have 5-12 students. The time commitment for senior thesis seminars runs from September to the end of March and is heaviest in the winter months. Responsibilities include giving advice on literature searches, data sets, basic regression models, and computing shortcuts. No class preparation is necessary except to provide comments on thesis drafts.

## MORE INFORMATION

Please refer to the GSAS *Teaching Fellows Handbook* for details on these and other pertinent topics:

- Evaluating and Improving Your Teaching
- Sexual Harassment Policies
- Professional Conduct
- Peer Support Groups
- Teaching Skills and Strategies (including “Motivating Students”; “Different Ways of Learning”)
- The Resources of the Bok Center for Teaching and Learning

A handbook should be sent to you once your appointment is processed. If you do not receive one, please let me know. I normally receive a back-up supply. The handbook is also available on the web: <http://www.gsas.harvard.edu/pdfs/teachfell.pdf>.

# Teaching Fellowship Application, 2007-08

**Please return to Littauer 200B by June 1, 2007**

## I. Contact Information and information for payroll

Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_

SS# \_\_\_\_\_ HU ID# \_\_\_\_\_

Citizenship/Visa Type \_\_\_\_\_

Date of Birth \_\_\_\_\_ Marital Status \_\_\_\_\_

Have you been paid by the University in the past year? \_\_\_\_\_

The default is Direct Deposit with the stub being mailed to your home address.

School/Program/Field of Interest (FAS, KSG/ECON, PEG, BUSEC/Labor, finance, etc.)

\_\_\_\_\_

G-Year (as of Fall 2007) \_\_\_\_\_ Passed Orals? When \_\_\_\_\_

Masters in another field? YES NO

If yes--field, Institution, graduation date \_\_\_\_\_

Have you been a TF before? Yes No If not here, where? \_\_\_\_\_

Do you plan to teach in other departments or schools? Yes No

How much? \_\_\_\_\_ Where? \_\_\_\_\_

When will you leave for the summer? \_\_\_\_\_

Return? \_\_\_\_\_ Where will you be? \_\_\_\_\_

What is the best way to contact you during this time? Payroll paperwork needs to be complete by August 1 in order to be paid on September 15.

## **II. Amount of Teaching**

Please give me a sense of how much teaching you want/need. You can indicate this in terms of numbers of sections you want to teach or money you need to make.

Do you hope to teach both terms, or only one? If one, do you have a preference for the term?

If your teaching needs depend on the outcome of fellowship applications, please indicate when you expect to hear about the fellowships.

**If you have any questions regarding the assignment process, please contact me (Clare MacLean) at 496-1480 or [cmaclean@harvard.edu](mailto:cmaclean@harvard.edu), stop by my office (Littauer 200B 8:30-4:30, or make them here.**

**Year Long Appointments**

**Rank Preference  
& number of sections desired**

985a	Research in Microeconomics	PhD student	W	2:30-4	1.5	_____
985c	Research in Labor Economics	PhD student	M	3:00-5	1.5	_____
985d	Research in Development Economics	Canning	T	4:30-6:30	0.5	_____
985e	Research in Macroeconomics	PhD student	TH	4:00-6	1.5	_____
985f	Research in International Trade and Finance	Cooper	M	3:00-5:30	0.5	_____
985g	Research in Behavioral & Developmental	PhD student	W	6:00-8	1.5	_____
985h	Research in Financial Markets	PhD student	TH	4:00-6	1.5	_____
985k	Research in Public Economics	PhD student	TH	3:00-5	1.5	_____

**Fall Term Appointments**

975	Tutorial - Theory Review	Miron	Consult Instructor		1	_____
980b	Jr. Seminar - History	Goldin	M,W	1:00-2:30	0.5	_____
980c	Jr. Seminar - Economics of World Migration	Williamson	W	2:00-4	0.5	_____
980k	Jr. Seminar - Religion	Barro	W	2:00-4	0.5	_____
980l	Jr. Seminar - Macroeconomics & Public Finance	Farhi	T	2-4:00	0.5	_____
980n	Jr. Seminar - Political Economy	Alesina	M	3:30-5:30	0.5	_____
1010a	Intermediate Microeconomics	Miron	M,W,F	10:00-11	20	_____
1011a	Intermediate Microeconomics (mathematical)	Huynh	M,W	2-3:30	16	_____
1025	Capital and Income	Weitzman	M,W	1:00-2:30	1	_____
1035	Psychology and Economics of Policy	Mullainathan	T,TH	1:00-2:30	2	_____
1123	Introduction to Econometrics	Stock	T,TH	11:30-1	8	_____
1340	Globalization and History	Williamson	T,TH	10-11:30	4	_____
1530	International Monetary Economics	Cooper	M,W,F	11:00-12	2	_____
1542	International Trade Policy	Redding	M,W	2-3:30	1	_____
1640	Industrial Organization Theory and Applications	Dorazelski	M,W	1-2:30	1	_____
1723	Capital Markets	Campbell	T,TH	10-11:30	7	_____
1813	The Indebted Society	Medoff	M,W,F	10:00-11	4	_____
1816	Race in America	Fryer	M,W	1-2:30	2	_____
1822	Economics of Education	Hoxby	M,W	2-3:30	3	_____
2010a	Microeconomics I	Glaeser, Green	T,TH	10-11:30	2@0.33	_____
2010c	Macroeconomics I	Laibson, Barro	T,TH	1-2:30	2@0.33	_____
2020a	Microeconomic Theory I	Avery, Miller	M,W	8:30-10	1	_____
2060	Contract Theory	Aghion	M,W	4-5:30	2	_____
2110	Probability and Statistics. for Economists	Moreira	M,W	10-11:30	1	_____

**Rank Preference**

2120	Applied Econometrics	Jorgenson	T,TH	2:30-4	1	_____
2140	Econometric Methods for XS and Panel Data	Imbens	T,TH	11:30-1	1	_____
2390b	Development Economics	Mullainathan	T,TH	10-11:30	0.5	_____
2610	Industrial Organization I	Pakes	M,W	1-2:30	1	_____
2723	Asset Pricing I	Campbell	T,TH	2:30-4	1	_____

*& number of sections desired*

**Spring Term Appointments**

980f	Jr. Seminar - Economics of Social Problems	Katz	M,W	1:00-2:30	0.5	_____
980g	Jr. Seminar - Development & Poverty	Kremer, Schuendeln	W	3:00-5	0.5	_____
980h	Jr. Seminar - Health	Frank	W	2:00-4	0.5	_____
980j	Jr. Seminar	Fuchs-Schuendeln	T	3:00-5	0.5	_____
980m	Jr. Seminar	Athey	W	4:00-6	0.5	_____
1010b	Macroeconomic Theory	Foote	M,W,F	9:00-10	7	_____
1011b	Macroeconomic Theory (mathematical)	Tsyvinski, Aghion	T,TH	10-11:30	7	_____
1017	Libertarian Perspective on Ec. & Social Pol	Miron	T,TH	10-11:30	2	_____
1018	Cultural Economics	Alesina, Giuliano	T,TH	1-2:30	2	_____
1030	Psychology and Economics	Laibson, Shleifer	T,TH	1:00-2:30	4	_____
1051	Game Theory in Economics	Ambrus	T,TH	10-11:30	1	_____
1052	Introduction to Game Theory	Mobius	T,TH	10-11:30	2	_____
1123	Introduction to Econometrics	Ibragimov	T,TH	1:00-2:30	8	_____
1126	Quantitative Methods in Economics	Chamberlain	T,TH	11:30-1	2	_____
1127	Causal Inference	Imbens, Rubin	T,TH	2:30-4	1	_____
1386	Health, Education, and Development	Field	T,TH	10-11:30	1	_____
1390	Microfinance: Theory and Practice	Armendariz	T, TH	1-2:30	1	_____
1393	Poverty and Development	Nunn	M,W	1-2:30	1	_____
1400	Globalization: Issues, Actors, and Decisions	Summers, Pritchett	TBA	TBA	10	_____
1410	Public Economics	Cutler	M,W,F	9:00-10	2	_____
1420	American Economic Policy	Feldstein, Cutler, Hoxby, Desai	M,W,F	10:00-11	4	_____
1545	International Financial and Macroeconomic Policy	Rogoff	M,W	1-2:30	1	_____
1640	Industrial Organization Theory and Applications	Pakes, Lewis	M,W	1-2:30	1	_____
1745	Corporate Finance	Benmelech	T,TH	1-2:30	6	_____
1812	The U.S. Labor Market	Medoff	M,W,F	10:00-11	3	_____
1818	Economics of Discontinuous Change	Freeman	T,TH	1-2:30	2	_____
2010b	Microeconomics II	Hart, Myerson	T,TH	10-11:30	2@0.33	_____
2010d	Microeconomics II	Mankiw, Rogoff, Friedman	M,W	8:30-10	2@0.33	_____

**Rank Preference**  
*& number of sections desired*

Per Term Sr Rate/Jr Rate Equivalents are: .5 section = 2280/2000 -- 1 section = 4560/4000 -- 1.5 sections 6840/6000  
2 sections=9120/8000 -- 2 Sections + 1/2 Head TF = 11400/10000 -- Head TF = 4560/4000

2020b	Macroeconomic Theory I	Avery, Miller	M,W	8:30-10	1	_____
2052	Game Theory I	Szeidl	M	4:00-7	1	_____
2120	Applied Econometrics	Chamberlain	T,TH	2:30-4	1	_____
2390c	Development Economics	Kremer TBA	TBA		0.5	_____
2470	Law and Economics	Shleifer, Kaplow	W	3:00-5	1	_____
2611	Industrial Organization II	Mortimer, Lewis	M,W	1-2:30	0.5	_____
2725	Corporate Finance	Benmelech, Scharfstein	T,TH	10-11:30	1	_____

Per Term Sr Rate/Jr Rate Equivalents are: .5 section = 2280/2000 -- 1 section = 4560/4000 -- 1.5 sections 6840/6000  
2 sections=9120/8000 -- 2 Sections + ½ Head TF = 11400/10000 -- Head TF = 4560/4000