CUTF REQUIREMENTS

- A teaching fellow is formally advanced to doctoral candidacy, has demonstrated professional maturity and excellence as a scholar and teacher, and has at least two academic years (6 quarters) of UCLA TA experience, or approved teaching experience at a comparable institution. Teaching fellows may provide the entire instruction of a lower division course under the general supervision of the faculty member in charge of the course.

- In line with these requirements, all CUTF Fellows must have advanced to candidacy by the beginning of Fall quarter in the academic year in which they are planning to teach. **For 2016-2017 fellows, this means advancement to candidacy must take place by September 19, 2016. Graduate student applicants cannot have been awarded a Ph.D. before teaching this seminar.**

- There must be a strong and viable mentoring relationship between the teaching fellow and a faculty member. Each faculty mentor is expected to offer guidance as the fellow designs and teaches the seminar. The department chair should ensure this mentoring relationship takes place.

- All CUTF fellows are **required** to attend a seminar during the Fall quarter prior to their seminar offering. **There are no exceptions.** Experienced academic administrators lead the seminar in Fall. This seminar helps the teaching fellows to refine their syllabi and the conduct of a lower division seminar will be discussed.

- All CUTF fellows **must** be enrolled in the quarter that they teach in order to qualify for fee remissions and health insurance.

- All CUTF seminars are scheduled and offered during the Winter and Spring quarters. CUTF Fellows are appointed as teaching fellows and must therefore satisfy the criteria for that appointment.