



OFFICE OF INSTRUCTIONAL DEVELOPMENT
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November 27, 2017

TO: DEPARTMENT CHAIRS, VICE CHAIRS FOR GRADUATE STUDIES AND
STUDENT AFFAIRS OFFICERS

RE: 2018-2019 APPLICATIONS FOR THE COLLEGIUM OF UNIVERSITY TEACHING
FELLOWS **DUE MARCH 9, 2018**

The Collegium of University Teaching Fellows (CUTF) was initiated in 1993 to provide enhanced training for advanced graduate students to develop and teach a lower division General Education seminar on topics related to their dissertation research. The experience of developing and leading a lower division seminar should serve as a “capstone” to the teaching apprenticeship experiences of UCLA’s very best graduate students as they prepare for the academic job market and their roles as future faculty. At the same time, undergraduate students enrolled in CUTF seminars have the opportunity to take courses that are at the cutting edge of a discipline and to experience the benefits of participating in a small-seminar environment.

Teaching Fellows participate in a seminar during Fall quarter that helps them refine their syllabi. The Fall seminar is a requirement. Each seminar developed by a teaching fellow is offered only once with an enrollment of approximately 16 students during the Winter or Spring quarter. Teaching fellows are paid a stipend and receive fee remissions and health insurance in the quarter in which they teach.

Department chairs should publicize the opportunity to all qualified students (see attached list of requirements) and ensure that a fair and equitable selection process is devised. **It is recommended that an appropriate departmental due date is given to prospective applicants allowing sufficient time for application review and ranking. Departments may submit up to a maximum of three proposals and, when there are multiple applicants, department chairs are requested to rank them before submission.**

Funding for Teaching Fellows is extremely limited and it is expected that departments and schools will nominate students who have excelled in other teaching apprentice roles or, in the

case of the professional schools, those graduate students who intend to seek teaching positions in higher education. Nominations are due by March 9th, 2018 and **must** include:

- a letter of nomination from the department chair or vice chair for Graduate Studies
- a copy of the candidate's curriculum vitae
- a cover letter or brief statement from the candidate
- the completed CUTF application form (see attached)
- a sample syllabus and reading list

The CUTF Faculty Advisory Committee reviews all applications and selects proposals based on factors such as intellectual content, seminar format not likely to turn into a lecture, originality, and appropriateness for General Education credit and undergraduate student interest. The proposal should be relevant to the candidate's career plans, provide a link to the subject area of their dissertation research and should not duplicate the standard curriculum. The Faculty Advisory Committee also seeks to achieve an equitable distribution of awards across departments in the College and the professional schools.

You are strongly encouraged to nominate your very best eligible graduate students. Applications and further information are available at www.oid.ucla.edu/cutf. Please forward all nominations to the CUTF program coordinator, Michelle Chen, at cutf@oid.ucla.edu.

Sincerely,



Professor Kathleen L. Komar, Chair
CUTF Faculty Advisory Committee

Enclosures: Guidelines for Preparing a CUTF Seminar
CUTF Requirements
2018-2019 Application Form