



The Graduate School
New Mexico State University
P.O. Box 30001 MSC 3-GS
Las Cruces, NM 88003-8001
Phone: (575) 646-5746 • Fax: (575) 646-7758

Date: February 14, 2017
To: Department Heads and Graduate Directors
From: Denise H. Esquibel, Ph.D.
Assistant Dean, Graduate Academic Affairs
Re: Preparing Future Faculty 10-hour Graduate Assistantship Awards

Deadline date for nominations: March 15, 2017

The Program: The Preparing Future Faculty Graduate Assistantship award is designed to promote the development of the next generation of faculty at community colleges and institutions of higher education. The Program requires students to work 10 hours a week for an instructional unit on campus and participate in the Preparing Future Faculty workshops of the Graduate School. Salaries for the 10 hours a week award for the academic year is based on the three levels of payment of graduate assistants (see the NMSU Human resources web site for the current salaries of graduate assistants at <https://hr.nmsu.edu/employment/salary/>).

Selection Preferences: While the graduate assistantship program is open to all full time students, preference is given to students that truly want to become faculty; and underrepresented students that wish to teach at a community college or 4 year institution. Underrepresented students in their field of study include for example, male students in the Nursing department, women in Math, Engineering and the Sciences, and minority students in fields of study where they are underrepresented in their department of study.

Continuation to spring semester: The student must have a faculty supervisor that will develop a work plan and supervise the teaching graduate assistantship. Continuation from one semester to the next is based on faculty evaluations of their job performance, academic performance and attendance and participation in the Preparing Future Faculty workshops that are organized by the Graduate School. It is hoped that students will work hard and sell their skills to a given department so they can obtain a 20 hour graduate assistantship the following year from their departments. Participation in the program is limited to one academic year.

Please note that international students must take the NMSU Graduate International Teaching Assistant screening exam administered by NMSU. Please see the Graduate Catalog for more information on teaching assistantships and international students.

Requirements of the Faculty supervisor/mentor: The faculty mentor must agree to serve on at least one panel discussion in the Preparing Future Faculty workshops or agree to serve on the Advisory Board of the Preparing Future Faculty program which will meet once each year. Faculty mentors must also agree to give a performance evaluation on the student intern.

Fellowships are available for 1 year. Eligible nominees will be judged using the following criteria:

1. Nomination Letter from Department Head or Graduate Director.
2. Complete and submit: Preparing Future Faculty Form and supporting documentation.



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Preparing Future Faculty Graduate Assistantship Form
 Nomination Deadline 3/15/17)

Student Name:

Aggie ID:

Degree Program:

Department:

GPA: Undergraduate:

Graduate:

Requirements for Nomination
 (Initial and submit supporting documentation)

NOTE: *The program requires students to work 10 hours a week for an instructional unit on campus and to participate in the Preparing Future Faculty workshops of the Graduate School.*

- _____ Candidate **has applied** and **has been accepted** by the department
- _____ Cumulative GPA of 3.5 or higher
- _____ Copy(ies) of transcript(s) and current resume attached to nomination letter
- _____ Application packet includes:
 - _____ two letters of reference
 - _____ statement from candidate on why they wish to become a faculty member including what type of institution
 - _____ completed Memorandum of Understanding
 - _____ completed Work Plan developed by their proposed faculty supervisor
- _____ If international student, must complete or have completed the NMSU Graduate International Teaching Assistant screening exam
- _____ Candidate will be offered a 10 hour teaching assistantship within the department for the duration of the award

_____ Department Head Signature _____ Date

Memorandum of Understanding
Preparing Future Faculty Program of NMSU

Terms:

- a) I understand that I will work as a teaching intern for New Mexico State University for up to one academic year.
- b) I will work for 10 hours a week during the academic year as indicated in the work plan developed by my faculty supervisor.

Student Signature: _____ Date: _____

- c) I agree to attend the Preparing Future Faculty Workshop offered both semesters by the Graduate School.

Student Signature: _____ Date: _____

- d) I also understand that continuation into the second and final semester of the Program is based on my outstanding performance as a graduate assistant. Unsatisfactory work and/or academic performance could terminate the program at any given point in time.

Student signature: _____ Date: _____

Printed Name of the Student _____ Department _____

Student's Aggie ID _____

Supervising Faculty _____ Email: _____

Department of faculty _____ NMSU Mailing Address: _____

Approval of Department Head _____ Date: _____

Work Plan for Preparing Future Faculty Program

In order for students to qualify for the Preparing Future Faculty Assistantship program, they must have a faculty supervisor to develop a work plan for their 10 hours a week assignment.

Printed Name of Student _____ Aggie ID _____

Student Email address _____

Name of Faculty Supervisor _____ Department _____

Faculty Email address _____ Phone no. _____

Faculty Campus Address _____

Check semesters for student involvement in Preparing Future Faculty Assistantship program

_____ Fall 20 _____

_____ Spring 20 _____

Please Describe the Duties of the Graduate assistant—to be completed by faculty that will be supervising the student (the student must be engaged in the instructional mission of NMSU. They cannot be a research assistant). ATTACH PAGES IF NECESSARY.

Which course or courses will the graduate assistant assist with? What types of duties will they perform fall semester and spring semester? Please note that the selection committee values increased responsibility from one semester to the next. Students can be engaged as graduate assistants on campus and with distance learning and online courses that are supervised by faculty.

How often will you meet with the student? What types of roles will you perform as a mentor? How will you encourage the student to become a faculty member?

I agree to provide the above named student with a work plan each semester and agree to send a performance evaluation letter each semester to the Graduate School.

Faculty Signature _____ Date _____

Approval of Department Head _____ Date _____