**Purpose:** The Milton J. Boyd Outstanding Graduate Teaching Associate Award in Biological Sciences (Award) is intended to recognize outstanding graduate students in Biological Sciences, who have served the department as a Teaching Associate through exemplary performance to enhance academic instruction in the classroom, laboratory, or field experience at Humboldt State University.

**General Description:** The Teaching Associate (TA) is a graduate student at Humboldt State University, who is employed by the university for one or more academic terms in a position that offers practical teaching experience in a field related to their advanced study. Teaching Associates teach university courses and may also assist faculty or teaching staff with various professional and technical activities that are closely associated with their program of study or the academic department in which they are enrolled.

Specific duties and responsibilities of the position will vary according to the course or area of responsibility to which the Teaching Associate is employed, but primarily involves classroom and laboratory instruction under the supervision of an appropriate faculty member.

Teaching Associates typically are responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course material, administering examinations, assessing student performance, tutoring students and determining course grades. They may assist faculty with field experience, supervision, simulation exercise and/or research projects.

The Milton J. Boyd Outstanding Graduate Teaching Associate Award in Biological Sciences shall recognize superior performance and effectiveness in the areas herein described.

**Award Eligibility Criteria:** Candidates for the Award must:

- Have education equivalent to or have completed the requirements for a bachelor's degree and have concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which they are assigned.
- Be in their first year of appointment in the Department of Biological Sciences.
- Possess knowledge of and demonstrate competency in Biological Sciences subject matter.
- Relate well to others within the academic environment.
- Demonstrate the ability to instruct and evaluate students in an effective manner.
- Show evidence of satisfactory achievement in their own academic work.
- Perform their assigned work in a competent manner.
- Work cooperatively with faculty, staff, and students.
- Demonstrate independent initiative and the ability to work in an unsupervised environment.

**Selection:** The Award recipient shall be selected by a departmental committee of faculty members, who shall review eligible candidate application materials. The Award will be made based on ALL student evaluations from students instructed by the candidate for the Award and at least one letter from the faculty supervisor of a course that evaluated the performance and potential for excellence in teaching by the said Graduate Teaching Associate.

**All Application materials must be submitted to the Biological Sciences Department Office, SciB 221**  
**DEADLINE - March 30, 2015 by 5:00PM**