MEMORANDUM

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

TO: Graduate School of Arts and Sciences

FROM: Course Coordinators, Gen Ed

 *Faculty Member Name, Department*

DATE: [Publish Date]

RE: Gen Ed TA Appointment – *Course Number*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

*Faculty Member Name* & the Gen Ed office have consulted with all relevant instructor(s) and have confirmed that there are no qualified Harvard graduate students (in GSAS or otherwise) available to teach in this course. Thus, we request permission to appoint *Proposed TA Name*as a Teaching Assistant with ***X* sections** in ***Course Number - Course Title*** for the Fall/Spring Year term.

*Faculty Member Name* feels that *Proposed TA Name* would be an asset to this course.

[[Please feel free to use the below as examples or supply your own justification.]]

* S/he/they has/have extensive research experience in …
* S/he/they has/have a *highest degree* in *Subject* from *University*.
* S/he/they has/have written … articles and given numerous presentations on …, which is the primary topic of this course.

The instructors have been unable to find among the available graduate students anyone who matches his/her/their combination of technical mastery of *Course Subject* with knowledge of ….  S/he/they also has/have several years of teaching experience at *University* and has/have previously taught *Subject* with *Faculty Member Name.*

His/her/their Curriculum Vitae is attached for your review.