

Graduate Teaching Fellowships 2010/2011 – Terms and Conditions for the Fellows

1. One CERGE-EI faculty member will serve as a mentor for the teaching fellows and will guarantee the quality of teaching. The mentor will review their course materials, engage in classroom observation visits, and maintain contacts with the receiving universities.
2. When preparing the course, the fellow must consult the content, syllabus, material, etc., with the mentor at least three weeks before starting teaching.
3. The fellows must take part in a Course on Effective Teaching organized by the English department and the Mentor. The course is preliminarily scheduled for August 24-29, 2010 (the mentor will confirm in due time). It consists of several classes and practice sessions during a single week.
4. Copies of the course evaluations should be passed to the mentor. If the university does not have a system of course evaluations, the fellow will self-administer the evaluations provided by the SAO at CERGE-EI. SAO will process the evaluations sheets.
5. After finishing each course, the fellows will write a brief report on how the course went, how many students enrolled/attended/took exams, the students' accomplishments, how the students and the university benefited from having the course provided through the fellowships, and possible problems or suggestions for the future. Standard form will be provided. The report is due two weeks after the fellow closed grades for the course.
6. The fellow should discuss any problems with the mentor. The fellow must notify the mentor and the DDPR about major problems or changes affecting the fellowship, including but not limited to the course being cancelled for any reason, the fellows' inability to teach the awarded course for any reason, change in the semester during which the course is taught etc.
7. The fellow agrees to make a student recruitment presentation about CERGE-EI at the university where he/she will teach, if asked to do so by the CERGE-EI management.
8. The amount of the fellowship is \$2,400 per course, payable in October 2010 (Fall and Winter courses) or March 2011 (Spring and Summer courses).
9. No taxes are being withheld from the fellowship. It is the sole responsibility of the fellow to pay any taxes potentially applicable to the fellowship, depending on the fellow's tax status in the Czech Republic and/or other countries.