

## **Assistant Instructor Funding Renewal Policy for Rhetoric and Composition PhD program**

At the end of each academic year, and as necessary, assistant instructors' academic and professional performance will be evaluated by the directors of the University Writing Center, the Rhetoric and Writing Studies Program, and the First-Year Composition Program. The results of this evaluation will determine renewal for the next semester or year.

**Satisfactory Progress:** If a student is making satisfactory progress both academically and with their AI responsibilities, the student is renewed.

**Unsatisfactory Progress:** If a student is not making satisfactory progress in either or both categories (academic and AI responsibilities), the student's funding may not be renewed. The following conditions are applicable:

- Probation for one semester. The student will be funded during this probationary period. The student will receive mentoring to get back on track.
- Suspension for one semester. The student may enroll in courses, but funding will not be provided for the semester. Funding may be revoked mid-semester when necessary.
- Suspension for one year. The student may enroll in courses, but funding will not be provided for the year. The student may re-apply for funding and will be considered among the new pool of applicants.
- Termination. The student may enroll in courses but no funding will be available. Re-application is not permitted.
- Dismissal from PhD program. The student may not enroll in further coursework at UTEP.

**Considerations for probation, suspension, or termination include the following:**

- Not participating in expected responsibilities such as tutoring, norming, observations, etc.
- Teaching evaluation of 3 or below on the University SAQs
- Consistently poor evaluations on the English Department's Form B evaluation
- Several and/or serious issues expressed by students on FYC concern forms
- Not showing up for class and/or not having students complete work online
- Attitudinal insubordination

- Academic performance that places the student on probation (GPA less than 3.0; too many incompletes; etc)

## **Process**

Students will be notified in writing about their standing. In probation, suspension, or termination cases, the student may be asked to confer with the directors of the programs. The chair of the department will also be involved in suspension and termination cases. Failure to respond to a meeting request will result in automatic suspension.

Although most cases will begin in the probationary stage, the directors reserve the right to move straight to suspension or termination when the circumstance warrants it.

Being placed on **probation** means that you are eligible to receive your AI funding. However, if certain criteria are not met by the dates specified by the relevant directors, you will risk losing that funding. Failure to meet with the directors on the date and time specified will move you into suspension where you will not be eligible for the AI funding.

Being placed on **suspension** means that you are not currently eligible to receive your AI funding. However, if certain criteria are met, you may be able to re-apply for that funding the following semester. Failure to meet with the directors on the date and time specified will move you into termination where you are no longer eligible to enroll in PhD level coursework in RWS at UTEP.

Being **terminated** means that you are no longer eligible for AI funding or enrollment in PhD level coursework in RWS at UTEP.