

# TEACHING FELLOW SYSTEM INSTRUCTIONS

## Step 1: Login

To access the Teaching Fellow System, go to <https://faculty.yale.edu/tfs/dashboard.htm> and log in with your Yale NetID and password.

Upon entering the TFS you will be at the allocations request page, which will serve as your home page. Make sure the page displays the term in which you want to work and (if you submit requests for more than one department) the correct department. The first time you enter the system for a given term, your course worklist will be empty.

Enter the number of TFs your department needs to place this term and save. This number will display at the top as a handy reference.

Be sure to save your work periodically. TFS will automatically time out after one hour of inactivity. *For security reasons, always log out of TFS when you are finished and close your browser window.*

Teaching Fellow System

Allocations Appointments Eligibility Section Management FAQ Logout

Allocations Alston-Facey, Bernadette

Request was saved

Number of teaching fellows Mathematics needs to place this term:  Save Overall Request (Report)

Click on a course title to edit request, or add courses to the list by using "Search for Courses" button. Click a heading to sort columns.

Select Term:  Select Department:  Search for Courses/Create New

Course	Title	Instructor	Requests/Allocations		
<input type="checkbox"/>	MATH 112	CalcofFunctionsOfOneVariable I	New	Grader TF2@20 10/ PTAI Intro 15 Max 14/6 CA1 Dept Funded 0/1 Grader TF1@10 0/2 Grader TF1@15 0/ UCG2 0/4	
<input type="checkbox"/>	MATH 115	CalcofFunctionsOfOneVariableII	Saved	Grader TF2@20 15/15	
<input type="checkbox"/>	MATH 118	IntroFunctionsSeveralVariables	Approved	Grader TF1@10 1/1	
<input type="checkbox"/>	MATH 190	Fractal Geometry	Request Declined	Disc TF2 1 Quant Secn 1/	
<input type="checkbox"/>	MATH 228	From Euclid to Einstein	Submitted	Grader TF1@10 1/1	
<input type="checkbox"/>	MATH 242	Theory of Statistics	Request Revision	Grader TF1@10 1/2	
<input type="checkbox"/>	MATH 455	MATH 455 / RLST 390, "Einstein, Mathematics and the Divine Intention"	Hawking, Stephen, W.	Approved	Disc TF2 1 Quant Secn 2/2 Grader TF2@20 0/

Submit Selected to TFPO

## Step 2: Add courses to your worklist

The "Search for Courses/Create New" button allows you to search for your department's existing courses in the selected term or add a course if it does not appear in the search results. Under "Select From Existing Courses," check the box next to each course you want to add to your worklist. When you have selected all the courses you want, click "Add Selected Courses" to return to the worklist.

If you do not see the course you want, under "Add New Course" type in the four-letter subject code (eg., HIST) and the course number (DO NOT include "a" or "b") and click "Create Course."

Teaching Fellow System

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Home > Build Course Allocation Request List Alston-Facey, Bernadette

Term: Fall 2009 Department: Mathematics

Add New Course

Subject Code:  Course Number:  Create Course

Select From Existing Courses Add Selected Courses

Course	Title
<input type="checkbox"/>	MATH 060 Geometry of Nature
<input type="checkbox"/>	MATH 101 Geometry of Nature
<input type="checkbox"/>	MATH 105 Estimation&ErrorSizingThingsUp
<input type="checkbox"/>	MATH 112 CalcofFunctionsOfOneVariable I
<input type="checkbox"/>	MATH 115 CalcofFunctionsOfOneVariableII
<input type="checkbox"/>	MATH 118 IntroFunctionsSeveralVariables
<input type="checkbox"/>	MATH 120 CalcFunctionsSeveralVariables
<input type="checkbox"/>	MATH 125 IntroMngmntScience: ProbModels
<input type="checkbox"/>	MATH 170 MathematclPatternsNaturalWorld
<input type="checkbox"/>	MATH 190 Fractal Geometry
<input type="checkbox"/>	MATH 222 LinearAlgebraWithApplications
<input type="checkbox"/>	MATH 225 Linear Algebra & Matrix Theory
<input type="checkbox"/>	MATH 228 From Euclid to Einstein
<input type="checkbox"/>	MATH 230 VectorCalculus & LinearAlgebra

Clicking “Create Course” takes you directly to a TF allocation request page for the course you just created. Add essential course information (title & instructor) by clicking “Edit Course Information” at the right and then, after saving the information, either continue with the TF request for that course or click “Home” (upper left) to return to your worklist.

**For multi-titled courses, in the title section, put the title, followed by the subject(s) and number(s) first, using this format: Title Subj1 Num1/Subj2 Num2 (see example below)**

**EXAMPLE**

**Early American History AMST 145/HIST 145**

Yale University | Calendar | A-Z Index | Search Yale | GO | Y

Teaching Fellow System

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Home > Allocation Request > Edit Term Course | Alston-Facey, Bernadette

Course: MATH 115  
 Course Title: For CalcOfFunctionsOfOneVariableI  
 multi-titled courses, use the following format: Title Subj1 Num1/Subj2 Num2, eg. Greek History HIST 144/CLSS 245

Primary Instructor: [First] [Middle] [Last]

Save

Yale | Copyright © 2008 Yale University. All rights reserved. Department Name - Contact us at email.address@yale.edu. Site comments

**Step 3: Create or edit your TF requests**

Click on the title of a course in your worklist to create or edit a request for TFs. The allocation request page allows you to make changes to the course data (click “Edit Course Information” at right) or adjust and save your TF requests until you are ready to submit them.

The system displays a calculated projected enrollment; you may enter a different projection but you must explain the reason for the difference.

Select the type of TF you wish to request from the dropdown menu and click “Add Type.” At the right, enter the number of that type of TF you wish to request. Continue until all types are requested.

If a special type of TF not found in the drop-down menu is needed, click on “Special Request” and provide details in the box below. Click on “TF Rules” to see a detailed listing of all TF types.

You can add additional comments regarding your request in the “Department Comments” box. **If you are requesting lab TFs, you should include the size(s) of the lab(s) in the Department Comments.**

Teaching Fellow System

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Home > Allocation Request | Alston-Facey, Bernadette

Term: Fall 2009 | Department: Mathematics | TF Appt History | Course Enrollment History

MATH 115 | CalcOfFunctionsOfOneVariableII | Edit course information

Enrollment projection based on average of last 3 offerings: **179**  
 If the enrollment projection should be adjusted, please provide revised projection below along with the reason.

Revised Projection: [ ] Reason: (2000 characters) [ ]

Save and Continue Editing | Save and Return Home

Type (TF Rules)	Long Description	# Requested	# Approved
Select Type	Add Type		
<input type="checkbox"/> Special Request: (2000 characters)	[ ]		

Department Comments: (2000 characters) [ ]

Teaching Fellow Program Office (TFPO) Comments: (2000 characters) [ ]

Save and Continue Editing | Save and Return Home

Once you have edited the request, click on “Save and Continue Editing” or “Save and Return Home” to return to the worklist and select another course (or submit your requests).

### Step 4: Submit your requests

Once you have edited and saved your requests, click on “Save and Return Home” to return to the worklist and select another course. When all requests are ready for submission, on the home page check the boxes next to all courses for which you wish to submit requests (or use select all) and click “Submit Selected to TFPO.”

Once you submit, you may not change the request – except to cancel it – until the TFPO takes action on your request. You will see the status change on your worklist and you can filter requests by status. Once the TFPO has taken action on your request, you will be able to click on the title to revise requests as needed. You will also be able to see the history of the request at the bottom of the request page.

The home page will also display basic details of each request under Requests/Allocations. For each course you will see:

TF type # requested / # approved

NOTE: To begin revising a request, you must first click the “REVISE” button, which will appear at the bottom of the request page when you have permission to revise the request.

Questions regarding the use of this system should be directed to [teaching.fellows@yale.edu](mailto:teaching.fellows@yale.edu) .

The screenshot shows the 'Teaching Fellow System' interface for Jennifer Kaufman. It includes a navigation menu with 'Allocations', 'Appointments', 'Eligibility', 'Section Management', and 'Logout'. The main area displays a table of course requests for the Fall 2009 term in the History department. Each row includes a checkbox, course ID, title, instructor, status, and a 'Requests/Allocations' column with a red 'X' icon. A 'Submit Selected to TFPO' button is at the bottom.

Course	Title	Instructor	Status	Requests/Allocations
ER&M 231	Health Social Movements		New	
ER&M 233	Race& Ethnicity in US Politics		New	
<input type="checkbox"/>	HIST 170 WomenInAmer: ColonialPer-1900		Saved	Disc TF3.5 1 LxC Secn 3/ Disc TF3.5 1 WR Secn 5/ Grader TF3@45 7/
<input type="checkbox"/>	HIST 170 WomenInAmericaColonialPer-1900		Saved	Disc TF3.5 1 LxC Secn 0/ PTAI Ind Seminar 0/
<input type="checkbox"/>	HIST 170 Colonial History	Zots, Ralph	Saved	Disc TF4 2 Secns 0/
HIST 174	20thC AmericanIntellectualLife		New	
HIST 345	Jews In Muslim Lands 7th-16thC		Submitted	Disc TF4 2 Secns 0/
<input type="checkbox"/>	HIST 389 HIST 389/AMST 387 New History of Old Times	Eire, Carlos	Saved	Grader TF2@30 4/ Grader TF4@60 2/ CA1 GA Funded 3/
HIST 416	The Making of Monasticism		Submitted	
<input type="checkbox"/>	HIST 450 Old History (NEW)		Saved	
HIST 491	Please Enter TermCourse Title		New	
HIST 499	Please Enter TermCourse Title		Submitted	
HUMS 291	Enlightenment and Romanticism		New	