

## Frequently Asked Questions (FAQs)

Q: Where can I find more information on your open GSI positions?

A: Info on our open GSI positions (course description, required and desired qualifications, etc.) can be found on [umjobs.org](http://umjobs.org).

Q: I have been offered admission as a graduate student at U-M but have not yet formally accepted the offer of admission in wolverineaccess. Should I apply on umjobs.org as an external applicant?

A: As a non-matriculated student, you fall into a different category of applicant. If you have not yet formally accepted the offer of admission in wolverine access, do not follow the application process in umjobs.org. Please submit your application package in hard copy form or by email and skip the umjobs.org application process.

Q: I do not have a letter of recommendation from an instructor for whom I have previously taught because I have no teaching experience. What should I do?

A: You should submit a letter of recommendation from someone who could speak to your ability or potential as an instructor. Such a letter addressing your ability or potential to teach could come from an academic advisor, a supervisor, a teacher, etc. Though a letter of recommendation is not required, it is encouraged.

Q: I have more than one letter of recommendation to submit. May I submit more than one?

A: You may submit more than one letter of recommendation. Most applicants only submit one letter.

Q: I have MANY terms of course evaluation summary sheets to submit. Do you want all of my evaluations?

A: Yes, the hiring committee asks to see ALL of your evaluations.

Q: Do you require an official or unofficial transcript from the University of Michigan?

A: The department requires an unofficial U-M transcript only, but will accept an official U-M transcript. If you are submitting a transcript from another institution you may submit an unofficial transcript, but the hiring committee reserves the right to request an official transcript from an applicant before extending a job offer.

Q: Your deadline is 11:59 p.m. EST, but your office closes at 5 p.m.... How do I submit my application materials after 5 p.m. but before midnight?

A: If you are unable to drop-off your materials during regular office hours (M-F, 8 a.m. to 5 p.m.) you have a couple options. You could send all of your application materials by email to [lsa-comm-gsi@umich.edu](mailto:lsa-comm-gsi@umich.edu) or you could slide your application package under the office suite door (5370 North Quad, 105 S. State Street, Ann Arbor, MI 48109-1285). Access to the Department at night or on the weekends, however, is limited to Communication Studies students, GSIs, and faculty.

Q: Do I need to submit application materials for each position I'm applying for? For example, I'd like to be considered for COMM 101, COMM 102, and COMM 121; do I need to submit three copies of my application materials?

A: You only need to submit one copy of your application materials (resume or CV, letter of recommendation, transcript, course evaluation sheets, and GSI application-selection form) to apply for positions in the department. However, if you are a Ph.D. student in the Department of Communication Studies and you have not worked as a GSI in the past, you are required to apply on [umjobs.org](http://umjobs.org) for each position for which you would like to be considered. If you are a graduate student in a program outside of the department and you have not worked for us in the past, you are also required to apply on [umjobs.org](http://umjobs.org) for each position for which you would like to be considered.

Q: Will you let me know when you've received my application package?

A: The Department will send a confirmation email to those applicants who have submitted **complete application packages**. All applicants with complete application packages will be notified within 24-hours of the application deadline.

Q: When will you let me know when you've made a decision regarding my application?

A: The timeline for decisions and notifications can be found in each GSI position opening under "Decision making process."