

GRADUATE ASSISTANT ASSIGNMENT CHECKLIST
Graduate School

GA name _____

NEW APPOINTMENT

- *Notice of Appointment for Graduate Assistant
 - Student is admitted to Graduate Program;
 - Student is registered for proper graduate credit hours
Fall and Spring = 8 graduate credit hours
Summer = 3 graduate credit hours
 - Check that the proper appointment period is selected on the contract:
Teaching = Academic Pay Basis
Research = Academic or Fiscal Pay Basis
*Administrative = Fiscal Pay Basis
*Administrative graduate assistants must be advertised for two weeks in the Graduate School prior to hiring.
Academic Pay Basis Periods (Only the beginning date can deviate except during inter/summer session)
Fall XX August 16, XXXX – December 31, XXXX
Spring XX January 1, XXXX – May 15, XXXX
Intersession May 16, XXXX – June 15, XXXX
Summer June 16, XXXX – August 15, XXXX

Fiscal Pay Basis Periods
Actual working dates Beginning date and Ending date
NOTE: Student's must hold an assistantship for 13 weeks of the academic semester (out of 17 weeks) to qualify for a tuition waiver. Please check with the assistantship office if a contract does not begin at the beginning of the semester to determine if the student will qualify for the tuition waiver.
- Percentage of Time (FTE) – Assistantships must be a minimum of 25% and not exceed 50%.
✍ Letter of justification for an exception to policy due to contract being over 50%. The letter should state a strong need for the appointment and a letter of support from the student's academic advisor indicating that the additional assignment will not impede the student's progress toward degree completion.
NOTE: When classes are in session, students may not exceed 75% under the exception rule upon approval. During intersession and breaks, students may be 100% under the exception rule upon approval. International students cannot exceed 50% when classes are in session. However, during breaks and intersession, international students may be appointed 75% under the exception rule upon approval.
- Full-time Equivalent Salary – Use correct responsibilities unit rate
Master's rate --
Ph.D. rate --
Months of financial support as a graduate student. Prior months _____ This contract _____ Total _____
Allowed: Master's = 24 months Doctorate = 48 months
✍ Letter of justification for an exception to policy due to student exceeding their allowable months of support. The hiring unit must request an extension and include a letter of support from the student's academic advisor stating that the student is making satisfactory progress toward degree completion and stipulate the anticipated graduation date. These extensions are made on a semester by semester basis only.
- *Oral English Proficiency Form <Teaching Assistants ONLY>
- *International Graduate Assistantship Checksheet <International Student ONLY>
- *Visa Status Verification Form <International Students ONLY>
- Employment Eligibility Verification (I-9) <Section II should be completed by hiring unit no later than three business days of employees effective date of employment>
- *Statement of Selective Service Registration Status
- *Personal and Professional Data Sheet (P & P) <one original and one copy>
- Authorization for Deposit of Recurring Payments or Refusal form
- Employee's Withholding Allowance Certification Form (W-4) <EXCEPTION: International students will complete and leave their W-4 form at the International Tax Office located in Miles Hall.

Reappointment

- *Notice of Appointment for Graduate Assistant

*must have these forms before a contract can be processed

CONTACT INFORMATION FOR QUESTIONS/PROBLEMS:

Department Contact Name: _____ Phone # _____

Email: _____