

Graduate Assistant Appointment Information

Please complete the information below to assist with hiring and/or updates.

Date:

Person submitting:

Project number (s) /chartfield (account) to be paid from: **Stipend** **Waiver**

Distribution percentage(s): **Stipend** % **Waiver** %

For Graduate School Funding Award

80% GSFA/Dean's

GSFA = 0060734/Dean's = 000099232

20% Unit = number provided above.

Name of Appointee: **Email Address:**

UFID:

Title: Select box

Graduate Assistant – **General** **Teaching** **Research**

(Considered the lowest rank of the graduate assistant positions).

Graduate Teaching Asst or **Graduate Research Asst**

Student must have 30 semester credits of graduate work completed (promotion from Graduate Assistant -G, -T, or -R).

Grad Teaching Assoc or **Grad Research Assoc.**

Student has completed most of the work leading to a doctorate (promotion from Graduate Teaching or Research Assistant).

Sr. Grad Teaching Assoc or **Sr. Grad Research Assoc.**

Student has completed most of the work leading to a doctorate (promotion from Graduate Teaching or Research Associate).

Salary Plan: Select box

Grad Assistant – 9 mo

Grad Assistant – 12 mo

Category: If GSFA Select box

GSFA (Grad School Funding Award)

Employing Department/Unit:

FTE (GFSA's are always .50):

- **Foreign Nationals** (Department, HR or GA can let us know if they have other jobs)**
 - FTE total of .50 allowed for all jobs (fall and spring semesters).
 - May reach 1.0 FTE total jobs in summer semester or when classes are not in session.
 - Foreign nationals with W-9s are treated like U.S. citizens
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Annual Rate of Pay:

Number of work hours per week:

Begin Date:

End Date:

GSFA's are 12 month appointments so the dates will be 8/16/XX - 8/15/XX of the following year

Evaluation Date:

Evaluation will be completed the supervisor at the end of each semester.

Special Conditions (If applicable):

Name of Supervisor:

Description of duties and responsibilities:

Example of duties: teaching discussion sections of a Course(s) [list courses], holding regular office hours (3 hours weekly), responding to the academic needs of your students, completing exam grading, assigning final grades, course administration, preparation for the next semester, and other duties as assigned. Your work activities are to be coordinated with your supervisor.

Notes:
