



The Graduate College

Graduate Assistantship Contract & Approval Form

Please complete all fields on page 1 and page 3 then get appropriate signatures on page 4. Incomplete forms will be returned.

Student Name _____ KSU ID _____

Student Program _____ Semester(s) Fall 2017 Only

Project Faculty Supervisor Name _____ Spring 2018 Only

Supervisor Program Affiliation _____ Fall 2017 AND Spring 2018

Hiring Department _____ Hiring Dept. Speed Chart _____

Funding Unit 1 _____ Speed Chart 1 _____ Split 1 % _____

For Graduate College Funded stipends use Speed Chart 49220

Use the next 2 lines if there are multiple funding sources for the stipend.

Funding Unit 2 _____ Speed Chart 2 _____ Split 2 % _____

Funding Unit 3 _____ Speed Chart 3 _____ Split 3 % _____

Please indicate the assistantship type:

GRA – Graduate Research Assistantship

GTA – Graduate Teaching Assistantship (Teacher of Record)

GA – Graduate Assistantship

Please check the appropriate Tier:

Tier I – 6-10 hours per week - \$2,200 stipend for term – max 6 hours tuition waiver

Tier II – 11-15 hours per week - \$3,850 stipend for term – max 9 hours tuition waiver

Tier III – 16-20 hours per week - \$5,500 stipend for term – max 12 hours tuition waiver

Other Stipend amount: _____ Associated work hours per week: _____ max Waiver Hours: _____

DATES ON CONTRACT:

The **Fall** contract will commence **August 14, 2017** and end on **December 14, 2017**.

The **Spring** contract will commence **January 8, 2018** and end on **May 10, 2018**.

This appointment is made subject to applicable federal and State of Georgia laws, and to the policies and regulations of this institution ([available online at www.kennesaw.edu](http://www.kennesaw.edu)), as well as the by-laws and policies of the Board of Regents, ([available online at www.usg.edu](http://www.usg.edu)), and if applicable, to the terms of the grant or contract under which you will be working. This appointment contract comprises the entire agreement between the parties, and cannot be changed or modified unless agreed to in writing by all the parties to this agreement.

COURSE CREDIT HOURS:

Graduate Assistants must register for and maintain a minimum of 6 and a maximum of 12 graduate semester hours for **Fall** and **Spring** semesters.

HIRING-IN PROCESS:

Upon receipt of the approved contract signed by the Graduate Dean, you should contact **Human Resources** (HR) by phone (**470-578-6030**) or email (hr@kennesaw.edu) and identify yourself as a Graduate Assistant for the upcoming semester to complete the hiring process.

Please note that Graduate Assistants are required to attend HR orientation and cannot be paid until this final step has been completed. **Orientation must be completed no later than the third day after the beginning date of the contract.**

PAYMENT OF FEES:

Each Graduate Assistant pays a special tuition fee of **\$25 per semester**, as well as all student fees, and the cost of mandatory health insurance if the Graduate Student is not eligible for a health insurance waiver. A waiver of the health insurance fee may be applied for directly with **United Health Care** at: studentcenter.uhcsr.com/Kennesaw. Graduate Students that are enrolled in one of KSU premium-priced programs will be required to pay all tuition and other costs of these programs in excess of standard graduate in-state tuition. Failure to pay by the tuition payment deadline will result in classes being canceled.

STIPEND:

The stipend amount will be paid in equal monthly payments. The first payment date will be the last business day of the first month of the contract. The payment of compensation provided for herein is contingent upon the continued availability of funds for personnel services under the General Appropriations Act.

WORK ASSIGNMENT & HOURS:

You must render service to the university, college, or department to which you are assigned during the period of the appointment. The responsibilities and expectations of your position are described on the last page of this contract. The assistantship requires that the Graduate Student works no more than **20 hours** per week for the **17 weeks in the Fall and Spring semesters** based on assignment. Supervisors should take the students course load into account when setting their weekly work hours.

The faculty supervisor will provide assignments to be completed in a timely manner. Regular meetings between the faculty supervisor and the Graduate Student should take place to assess progress on the project and for the Graduate Student to receive any new assignments. The supervisor will submit an evaluation of the quality and outcome of the project and completed work at the end of the term and will provide documentation of the number of hours devoted to the project by the graduate assistants. **While working as a graduate assistant you may not be employed in any other position within the University System of Georgia.**

TERMINATION OF CONTRACT:

This contract will be terminated immediately if the Graduate Assistant fails to meet the requirements of the contract as determined by the faculty supervisor. A Graduate Assistant wishing to resign must submit a letter of resignation to the Graduate Dean and their Faculty Supervisor. In both circumstances, compensation will cease upon termination and the Graduate Assistant may be required to reimburse the university for tuition waived for the semester using the guiding principles detailed in the Graduate Assistantship guidelines.

For additional assistantship policies and processed see:

<http://graduate.kennesaw.edu/students/assistantships/grainintro.php>

Graduate Assistantship Responsibilities and Expectations

Description of Project Please give a brief description of the project in layman's terms.

Duties of the Graduate Student Please indicate the duty/task and the approximate amount of time the student will spend on that duty/task as a percentage of their overall time.

Specific Duty/Task	% of Time

How will the student be evaluated? Please indicate the frequency and method by which the student will be evaluated.

What is the benefit to the student? Please indicate how the project benefits the student's educational and professional growth.

What is the benefit of this project to the university? Please indicate how this project meets strategic goals of the unit, college, or university and how it will elevate the university or lead to future grants or projects.

SIGNATURE PAGE

GRADUATE ASSISTANT SIGNATURE:

By signing below I acknowledge that I have read and understand this contract.

Graduate Assistant Signature _____

Name (Please print) _____ Date _____

GRADUATE FACULTY SUPERVISOR SIGNATURE:

By signing below I acknowledge that I have read and understand this contract AND I have discussed it with the graduate student named above.

Supervisor Signature _____

Supervisor Name (Please print) _____ Date _____

APPOINTMENT APPROVED BY THE DEAN OF THE GRADUATE COLLEGE:

Graduate Dean _____ Date _____

Send completed form to The Graduate College at gradcollegeforms@kennesaw.edu or MD 0112.

GRADUATE COLLEGE USE ONLY – DO NOT COMPLETE THIS LINE

Student ID _____ GPA _____ Hours Waived To Date _____

Program (no certs) _____ Previous Evaluations Good? _____

Faculty Name _____ Grad Fac Status Exp Date _____

If TGC Funded, approved? _____ Form complete and correct? _____