



The Graduate College

Graduate Teaching 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 2018 Only
Direct Faculty Supervisor Name _____		Spring 2019 Only
Supervisor Program Affiliation _____		Fall 2018 AND Spring 2019
Hiring Department _____	Hiring Dept. Speed Chart _____	
Funding Unit 1 _____	Speed Chart 1 _____	Split 1 % _____
For Graduate College Funded stipends use Speed Chart 49220		
<i>Use the next 2 lines if there are multiple funding sources for the stipend.</i>		
Funding Unit 2 _____	Speed Chart 2 _____	Split 2 % _____
Funding Unit 3 _____	Speed Chart 3 _____	Split 3 % _____

Type of GTA:

Instructor of Record (listed in Banner)

Teaching Assistant (assisting a faculty member)

Please check the appropriate Tier:

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

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

Tier III – 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 13, 2018** and end on **December 14, 2018**.

The **Spring** contract will commence **January 7, 2019** and end on **May 10, 2019**.

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), as well as the by-laws and policies of the Board of Regents, (available online at 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 3 graduate semester hours for **Fall** and **Spring** semesters. The Graduate College will not waive more than 24 hours of tuition in an academic year (Fall, Spring, Summer) and will not waive more hours than required for the degree, not including any prerequisite courses. Only graduate tuition may be waived.

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 as well as employment in this position being terminated.

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 page 3 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 Teaching Assistantship Responsibilities and Expectations

Please note for “instructor of record” the SACS policy states the student must have a “*master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.*” <http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>

Course(s) Teaching or Assisting (please list subject, number, and section ex: SUBJ XXXX/XX)

Has this graduate student completed GRAD 9001 or approved equivalent? _____

If not, when will GRAD 9001, or approved equivalent, be completed? _____

Please list any workshops or in-service trainings in which the graduate student will partake during this contract period.

Duties of the Graduate Teaching Assistant 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, apart from end of semester student evaluations of the course. Please be as specific as possible.

What are the student’s learning objectives? – Please indicate the learning objectives for the student. The learning objectives should be tied to the student’s graduate program.

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:

Dean of The Graduate College _____ Date _____

GRADUATE COLLEGE USE ONLY – DO NOT COMPLETE BELOW 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? _____