

Graduate Teaching Assistant – Teacher of Record Appointment Form

Completion of this form is necessary to allow graduate students to become Instructor of Record and have access to Banner*** and to appear in the Faculty Information System.

Student Name: _____ KSU#: _____

Department: _____

Faculty Title: Graduate Teaching Assistant

Rank: Adjunct Instructor

Teaching Discipline: _____

Dates of Service

Start Date: _____

End Date (Please check one):

Masters/EdS (3 years)

Doctoral (5 years)

What is your current Student Worker title (Please check one)?

Graduate Teaching Assistant

Graduate Research Assistant*

Graduate Administrative Assistant*

Dept. Chair: _____
Print Name Signature Date

Graduate Dean: _____
Print Name Signature Date

Please send this completed form with transcripts and curriculum vitae to Academic Affairs.**

** By submitting this form the student worker will convert to a Graduate Teaching Assistant.*

*** Transcripts will automatically be provided through University records if a current KSU student.*

**** For access to Banner, the Buckley Form must be completed and submitted to Registrar.*

AUTHORIZATION TO RELEASE TRANSCRIPTS

I, _____ authorize the KSU
Print Name

Office of the Registrar to release my official transcripts to the KSU Office of Academic Affairs
as part of my request to serve as an “Instructor of Record” at Kennesaw State University.

Signature

Date

KSU ID Number