

Petition for Approval of GA/TA Dual Employment

Full-time graduate assistants/teaching assistants (GAs/TAs) are expected to invest approximately 20 hours (0.50 FTE) per work week (for both semester and academic year appointments) on GA/TA employment. It is recommended that the remainder of their time be focused on making progress toward degree completion. Thus, any additional work assignment by any full-time GA/TA is generally prohibited and would require exceptional circumstances and explicit approval from Human Resources and the Graduate School prior to the commencement of any duties. In approving such exceptions, consideration is given to the degree to which such an appointment might benefit career goals, impact degree completion, and affect other students within the program, as well as to the total number of hours per work week.

To Be Completed by Student

Name: _____ International Student? _____

B#: _____

Academic Program/Major: _____

Current GA/TA Employment Details

Supervisor Name: _____

Department: _____

Is the appointment for the: Academic Year? Fall Semester? Spring Semester? Academic Year: _____

Is this currently the only on-campus appointment? Yes No Hours Required per Week: _____

Additional Employment Request Details

Supervisor Name: _____

Department: _____

Expected Dates of Employment: _____ to _____ Hours Required per Week: _____

Please briefly describe duties of additional employment: _____

Detail exceptional circumstances for additional employment request: _____

How will this position impact your degree progress? _____

Total hours per week expected across all positions: _____

For auditing purposes, a work schedule on the next page *must* be completed and submitted with this application.

To Be Completed by Department

Any additional work assignment requires explicit approval from all parties listed below prior to the commencement of any duties.

Dean/VP Office Approval

Additional employment can interfere with satisfactory progress towards degree completion and thus requires the approval of the graduate director of the academic program/major.

How will this position impact the student's degree progress? _____

Graduate Director Approval

Date: _____

Dean/VP Approval

Assistant Dean, Vice Provost and Dean, or Signatory

Date: _____

Please submit to the Human Resources Office, Couper Administration Building, Room 244.

Human Resources Approval

Human Resources: _____ Date: _____

Petition for Approval of GA/TA Dual Employment –
 Work Schedule

Work Schedule - REQUIRED

For additional employment to be considered, a proposed work schedule must be completed and submitted with the Petition for Approval of GA/TA Dual Employment Form.

Name: _____ B#: _____

DAY	Current Employment			Additional Employment		
	IN	OUT	TOTAL	IN	OUT	TOTAL
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						

Total Hours per Week: _____

Total Hours per Week: _____

Additional Comments: