



## Graduate Teaching Assistantship Contract and Hiring Approval Form

Student Name \_\_\_\_\_ KSU ID \_\_\_\_\_ Student's Graduate Program \_\_\_\_\_

Faculty Supervisor Name \_\_\_\_\_ Faculty College \_\_\_\_\_

Hiring Dept Name \_\_\_\_\_ Hiring Dept. ID # \_\_\_\_\_

Funding Unit Name 1 \_\_\_\_\_ Speed Chart # \_\_\_\_\_ Split 1 % \_\_\_\_\_

For Graduate College Funded stipends use "Graduate College" and Speed Chart # 49220

Funding Unit Name 2 \_\_\_\_\_ Speed Chart # \_\_\_\_\_ Split 2 % \_\_\_\_\_

Please select the appropriate Tier (please check only one):

**Tier 1: 10 hours work per week; \$600 stipend per month; max 6 hours tuition waiver per full semester**

**Tier 2: 15 hours work per week; \$900 stipend per month; max 9 hours tuition waiver per full semester**

**Tier 3: 20 hours work per week; \$1,200 stipend per month; max 12 hours tuition waiver per full semester**

**Other: \_\_\_\_\_ hours work per week; \$\_\_\_\_\_ stipend per month; max \_\_\_\_\_ hours tuition waiver per full semester**

Semester (Please check only one):

**Fall 2024 Only – August 12, 2024 to December 12, 2024**

**Fall 2024 and Spring 2025 – August 12, 2024 to May 8, 2025**

**Spring 2025 Only – January 6, 2024 – May 8, 2025**

By completing and signing this contract, you are verifying that the assistantship described in this contract meets the definition of a "Graduate Teaching Assistantship" as described in the Graduate Assistantships policies, available at: <https://gradassistantships.kennesaw.edu/policies.php>, and that the information contained in this form is complete and accurate. The provision of false or incomplete information may result in employment action, up to and including termination, as well as disciplinary action in accordance with KSU's Codes of Student Conduct.

1. **TUITION WAIVER:** Tuition will only be waived for graduate courses counting towards the degree. No tuition will be waived for undergraduate courses, prerequisite courses, or courses outside of the degree program. Eligible tuition will be waived for the number of hours indicated on this contract (see above) and for the specified semesters only. Tuition waivers cannot carry over to other semesters, nor are they converted to monetary value to be paid to the student.
2. **COURSE CREDIT HOURS:** Graduate Assistants must register for and maintain a minimum of 3 graduate semester hours in each semester for which they are serving as a graduate assistant, including Summer.
3. **HIRING-IN PROCESS:** Sam Garbe, Human Resources' Program Coordinator for Student Employment, will reach out to you with further instructions about the onboarding process when he receives your hiring paperwork from the graduate college. If you have worked for KSU previously and are unsure if you need to complete this process again, he can be reached at [sgarbe@kennesaw.edu](mailto:sgarbe@kennesaw.edu) or 470-578-3948. Please note that Graduate Assistants are required to attend HR onboarding and cannot be paid until this final step has been completed. **Onboarding must be completed by August 1, 2024 for Fall and January 3, 2025 for Spring.**
4. **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](http://studentcenter.uhcsr.com/Kennesaw). Failure to pay by the tuition payment deadline will result in classes being canceled as well as employment in this position being terminated.
5. **PREMIUM/EXECUTIVE PROGRAMS:** 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.
6. **STIPEND:** The stipend amount will be paid monthly. 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.
7. **WORK ASSIGNMENT & HOURS:**
  - a. **CONDITIONS TO BEGIN WORK.** The student is not permitted to begin working until (1) the student has received notice of work authorization/approval from HR **AND** (2) the student has submitted all required paperwork to HR. HR will notify the student when both conditions have been met. Students who fail to submit their documentation by the stated deadline will have their monthly stipend prorated to the date of approval designated by HR. Students who begin working in advance of receiving such approval may be subject to disciplinary action, up to and including the termination of their assistantship, and faculty supervisors will be required to complete a Unauthorized Employment of a Graduate Assistant Form (UEGAF) for each student who they allow to work without meeting the foregoing conditions. At the sole discretion of HR/Graduate College, faculty members who have to complete more than one (UEGAF) may be prohibited from hiring future graduate assistants.
  - b. Unless otherwise noted in writing and attached to this document, you are contractually obligated to provide the teaching and other support services described below to the university, college, or department to which you are assigned during the period of the appointment.
  - c. The assistantship requires that the graduate student works, on average, the number of hours per week and for the period indicated above. Supervisors should take the student's course load into account when setting their weekly work hours.
  - d. 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.
  - e. 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 assistant.
  - f. **While working as a graduate assistant you may not be employed in any other position within the University System of Georgia.**
  - g. The student will notify HR and their faculty supervisor if they will be performing the work described in this agreement from outside of the state of Georgia for thirty (30) days or more.
8. **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 or HR. 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 or resignation and the Graduate Assistant may be required to reimburse the university for tuition waived for the semester.**

## Graduate Teaching Assistantship Responsibilities

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

Choose one:

Teaching Assistant (TA) complete only section A below

Teacher of Record (TOR) complete only section B below

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### Section A: For Teaching Assistant (TA)

**What are the expectations for the student?**

Please describe the student's duties and tasks along with the expected outcome for the work to be completed by the student.

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### Section B: For Teacher of Record (TOR)

Please note for "teacher of record" (TOR) the SACSCOC 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(1), regular in-service training(2), and planned and periodic evaluations(3)." <http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>

Has the student completed GRAD 9001? \_\_\_\_\_ If not, when will it be completed? \_\_\_\_\_

1. Who will directly supervise this student (must be a faculty member experienced in the teaching discipline):

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

3. Please list the "planned and periodic evaluations" according to the SACSCOC statement above?

## SIGNATURE PAGE

The student is not considered hired for a graduate assistantship until the Graduate College has reviewed and approved the hiring, HR has provided a work authorization, and the student has submitted all necessary paperwork. The student and supervisor will be notified when the student can begin working.

**GRADUATE ASSISTANT SIGNATURE:** *By signing below I acknowledge that I have read and understand this contract, that the services I am providing meets the definition of a Graduate Teaching Assistantship as described in the Graduate Assistantship Policies, and that I am not permitted to work until I have received approval from HR and submitted all the required paperwork.*

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. I also acknowledge that the graduate student **may not** begin working until they have received approval from HR and submitted all the required paperwork.*

Supervisor Signature \_\_\_\_\_

Supervisor Name (Please print) \_\_\_\_\_ Date \_\_\_\_\_

Send signed contract to [gradcollegeforms@kennesaw.edu](mailto:gradcollegeforms@kennesaw.edu). You must also include a signed and completed SEHF with the contract.

**GRADUATE COLLEGE USE ONLY – DO NOT COMPLETE BELOW THIS LINE**

**APPOINTMENT APPROVED BY THE GRADUATE COLLEGE:**

Graduate College \_\_\_\_\_ Date \_\_\_\_\_