



## Graduate Teaching Assistantship Contract & Approval Form

Student Name \_\_\_\_\_

**SUMMER 2024 ONLY**

Student Graduate Program \_\_\_\_\_

KSU ID \_\_\_\_\_

Faculty Name \_\_\_\_\_

Fac College \_\_\_\_\_

### **June (June 1, 2024 to June 30, 2024)**

Check here if contract is for **JUNE ONLY** and do not complete July section below.

Hiring Dept Name \_\_\_\_\_

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

Funding Unit Name 1 \_\_\_\_\_

Speed Chart # \_\_\_\_\_

Split 1 % \_\_\_\_\_

**For Graduate College Funded stipends use Speed Chart 49220**

*Use the next line if there are multiple funding sources for the stipend.*

Funding Unit Name 2 \_\_\_\_\_

Speed Chart # \_\_\_\_\_

Split 2 % \_\_\_\_\_

Please check the appropriate Tier:

1 – 10 hours of work per week; \$600 stipend per month; max 6 hours of tuition waiver

2 – 20 hours of work per week; \$1,200 stipend per month; max 9 hours of tuition waiver

3 – 40 hours of work per week; \$2,400 stipend per month; max 12 hours of tuition waiver

OTHER: \_\_\_\_\_ hours per week - \$ \_\_\_\_\_ stipend for June

### **July (July 1, 2024 to July 31, 2024)**

Check here if funding and tier are **same as June** and do not complete below.

Hiring Dept Name \_\_\_\_\_

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

Funding Unit Name 1 \_\_\_\_\_

Speed Chart # \_\_\_\_\_

Split 1 % \_\_\_\_\_

**For Graduate College Funded stipends use Speed Chart 49220**

*Use the next line if there are multiple funding sources for the stipend.*

Funding Unit Name 2 \_\_\_\_\_

Speed Chart # \_\_\_\_\_

Split 2 % \_\_\_\_\_

Please check the appropriate Tier:

1 – 10 hours of work per week; \$600 stipend per month; max 6 hours of tuition waiver

2 – 19 hours of work per week; \$1,200 stipend per month; max 9 hours of tuition waiver

3 – 40 hours of work per week; \$2,400 stipend per month; max 12 hours of tuition waiver

OTHER: \_\_\_\_\_ hours per week - \$ \_\_\_\_\_ stipend for July

### **Note: Any tuition waiver applied in June will continue in July**

This appointment is 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)), the by-laws and policies of the Board of Regents ([available online at www.usg.edu](http://www.usg.edu)), the policies and procedures of Kennesaw State University, 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 and TUITION WAIVERS:** During the Summer semester graduate students must register for a graduate course(s). 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:** 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 May 13, 2024**

**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). 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 on the last business day of the month (June 30, 2024 and/or July 31, 2024). 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:** Unless otherwise noted in writing and attached to this document, you are contractually obligated to the university, college, or department to which you are assigned during the period of the appointment. The assistantship requires that the Graduate Student works no more than **40 hours** per week 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: <https://gradassistantships.kennesaw.edu/policies.php>

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## Graduate Teaching Assistantship Responsibilities and Expectations

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, regular in-service training, and planned and periodic evaluations." <http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>

If TOR, has this student completed GRAD 9001 or an approved equivalent? \_\_\_\_\_ If not, when? \_\_\_\_\_

If TOR, please list any workshops or in-service trainings in which the graduate student will partake during this contract period.

If TOR, please list the "planned and periodic evaluations" according to the SACSCOC statement above?

**SIGNATURES**

**GRADUATE ASSISTANT SIGNATURE:**

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

Graduate Assistant Signature \_\_\_\_\_

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

**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 \_\_\_\_\_

**Scan and send completed and 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:**

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