

EED "Service" Policy for Graduate Teaching Associates (GTAs)

Approved by the First-Year Engineering Program (FEP) Advisory Committee on Dec. 9, 2002 and made effective for new hires starting Autumn, 2003; updated January 25, 2017.

The goals of the following policy are threefold:

1. To ensure continued and steady progress towards completion of their degree.
2. To ensure that new graduate students have an opportunity to secure a GTA position; and
3. To ensure stability in the operation of the First-Year Engineering Program and other EED courses.

With these goals in mind, the following periods of service (also known as "period of employment") for GTAs are as follows:

1. For the graduate student pursuing a Masters degree, the period is two academic years.
 - This period may be extended up to an additional academic year based upon a favorable performance review, including consultation with their advisor.
2. For the graduate student pursuing a PhD degree, the period is four academic years.
 - This period may be extended up to an additional academic year based upon a favorable performance review, including consultation with their advisor.
3. The maximum continuous employment period is five years.
4. It should be noted that satisfactory performance as a GTA is required for continued employment.

This policy is part of the employment offer, and will be signed by the GTA. A copy will be sent to the student's advisor and to the Graduate Studies Chair of the student's department.

Note: An "academic year" is defined as two consecutive semesters of study. In addition to their monthly stipend, GTAs receive a tuition and fee waiver authorization for the semester in which they are working. GTAs who work two consecutive semesters receive a third semester tuition and fee waiver authorization without having to work as a GTA for that semester. The typical scenario is a grad student who works as a GTA for Autumn and Spring, and then uses the tuition and fee waiver in the summer.

I have read the above policy statement and will abide by the conditions, and will provide whatever records are necessary to keep my employment history and academic standing current.

GTA Name (Printed)

GTA signature

Date

Current Degree Program (check one): **Masters** **PhD**

Last semester of projected employment with EED: AU SP SU; Year _____