

GRADUATE ASSISTANTSHIP POSITION REQUEST FORM

A GRADUATE ASSISTANTSHIP POSITION WILL BE EVALUATED IN ACCORDANCE WITH THE FOLLOWING CRITERIA:

1. Provides opportunities for enhancing undergraduate education, student learning (including the GA), and professionalism within the disciplines (e.g., teaching, research protocols, administrative techniques).
2. Provides evidence of mentoring/supervision of GA, process of evaluation of performance of GA, and process of evaluation of contributions to the enhancement of undergraduate education, student learning and professionalism within the disciplines (e.g., teaching, research protocols, administrative techniques).
3. Meets program development needs, including current department needs and future departmental plans. Demonstrates the importance of the relationship of the request to the departmental plan and the relationship of the Graduate Assistant's responsibilities to the mission of the unit and the university.
4. The department or office is able to fill open positions.
5. (Optional) There is a demonstrated need for faculty research assistance.
6. (Optional) There are unique department/office needs requiring the help of a graduate assistant (e.g., conference planning, editorial assistance, outside grant assistance).
7. The department has a demonstrable history of graduating students who have received Graduate Assistant positions.

Date: _____

GA Position: New

Renewal

College/Office: _____ Department/Program: _____

Requested Length of Appointment: _____
(if other than 2 years)

I. **Expected Duties of the Graduate Assistant** (Graduate Assistants must be degree-seeking students):

- Teaching** List faculty mentor/supervisor, instructional assignment, and brief description of how mentoring/supervising will occur, including evaluation of GA performance and contribution to excellence in undergraduate education:

- Research** List faculty mentor/supervisor, and brief description of how mentoring/supervising will occur, including evaluation of GA.

Brief description of project(s):

List goals of the project in terms of contribution to graduate assistant **and** undergraduates:

Briefly describe expected product of project:

Other Please specify (e.g., conference planning, editorial assistance, grant writing):

List faculty mentor/supervisor, and brief description of how mentoring/supervising will occur, including evaluation of GA performance.

Briefly describe expected product of activity:

II. Describe how the Graduate Assistant assignment will enhance undergraduate education, student learning, and professionalism within the discipline (e.g., teaching, research protocols, administrative techniques).

III. Indicate what the relationship will be between the duties of the Graduate Assistant and the mission of the unit. How will the Graduate Assistant assist in meeting current department needs and future departmental plans?

Approval:

Graduate Program Chair (if appropriate) Date

Department Chair/Program Director Date

College Dean or Cognizant VC Date

Dean, Graduate Studies & Research Date