

Please make a selection:

- New
- Amendment
- Reappointment

Date of Last Appointment:

Section I: Candidate Information:

Appointee's Legal Name:	Last:	First:	Middle Initial:
	<div style="background-color: #f08080; width: 340px; height: 30px;"></div>	<div style="background-color: #f08080; width: 310px; height: 30px;"></div>	<div style="background-color: #f08080; width: 120px; height: 30px;"></div>

Address of Residence:	Street:	City:	State:	Zip Code:
	<div style="background-color: #f08080; width: 350px; height: 30px;"></div>	<div style="background-color: #f08080; width: 260px; height: 30px;"></div>	<div style="background-color: #f08080; width: 60px; height: 30px;"></div>	<div style="background-color: #f08080; width: 60px; height: 30px;"></div>

Contact Phone Number:	Email Address:	Visa Status:
<div style="background-color: #f08080; width: 280px; height: 30px;"></div>	<div style="background-color: #f08080; width: 380px; height: 30px;"></div>	<div style="background-color: #f08080; width: 180px; height: 30px;"></div>

Last Four of Social Security Number:	Dual Employment Status:
<div style="background-color: #f08080; width: 220px; height: 30px; display: flex; justify-content: space-around;"></div>	<input type="checkbox"/> Dual Employment within the University <input type="checkbox"/> No Dual Employment within the University

Department / Office Name:

Section II: Contract Information:

Type of Contract	Position Title:
<input type="checkbox"/> 9 Months <input type="checkbox"/> Full-Time	<input type="checkbox"/> Graduate Research Assistant
<input type="checkbox"/> 12 Months <input type="checkbox"/> Part- Time	<input type="checkbox"/> Graduate Teaching Assistant
	<input type="checkbox"/> Other (Specify) <div style="background-color: #f08080; width: 450px; height: 20px;"></div>

Employing Department

Appointment Period:	Compensation Rate:	Exact Salary:
Start Date: <div style="background-color: #f08080; width: 130px; height: 20px;"></div> End Date: <div style="background-color: #f08080; width: 130px; height: 20px;"></div>	<div style="background-color: #f08080; width: 250px; height: 20px;"></div>	<div style="background-color: #f08080; width: 200px; height: 20px;"></div>

Source of Funds:

Special Conditions:	If Institutional Funds , is Tuition Remission allowable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Has applicant been admitted to a graduate program?	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable
	Is contract renewable upon availability of funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If Non-Institutional Funds , is Tuition Remission allowable?	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Applicable

DIVISION OF ACADEMIC AFFAIRS
 Graduate Assistant Appointment Recommendation



Has applicant been admitted to a graduate program? Yes No
 Is contract renewable upon availability of funding? Yes No

OTHER: If Graduate Assistant will teach, provide full course information:

If an amended contract, state why:

I hereby certify that the above information is correct:

Department Chair / Director:	Date
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Approvals:

Please Select the Appropriate School: <input type="checkbox"/> SANS <input type="checkbox"/> SESA <input type="checkbox"/> SBT <input type="checkbox"/> SPHP Dean:		Date:
School of Graduate Studies:		
Provost and VP for Academic Affairs:		Date:
Grant Accountant / Title III / Sponsored Programs: (if applicable)		Date:
Budget Director: (Budget Reviewed & Approved for Use.)		Date:
VP of Administration and Finance:		Date:
Employment Manager:	<input type="checkbox"/> Resume <input type="checkbox"/> Application <input type="checkbox"/> Letters of Recommendation / References <input type="checkbox"/> Background Check Completed <input type="checkbox"/> Official Transcripts	Date:
Director of Human Resources:		Date: