PROCEDURES FOR AWARDING DEPARTMENTALLY FUNDED GRADUATE TEACHING ASSISTANTSHIPS

1. Department Chair will determine the number of funded GTAs for the upcoming Fall/Winter terms.

2. Students will be notified of the GTA opportunities through the Departmental Student Listserv and through the documentation provided as part of the admission process.

3. Advertisements, which will be in compliance with University policies, will be posted on the “Employment Opportunities” webpage by February 14th.

4. Deadline for student GTA job applications to the Department will be March 1st.

5. Chair will identify, with input from course/specialization coordinators as appropriate, course instructors (GTAs) by March 15th.

6. The Chair of the Department will make the formal offers of employment to the successful students.

7. Under extenuating circumstances the Chair may be faced with the need to offer a GTA outside of the deadlines identified above, normally offers will be made to students identified as appropriate in #5 of these procedures.

8. At the end of each term, the Chair will review the GTA’s Universal Student Ratings of Instruction (USRI), students not meeting the minimum instructor rating of 3.0 in each of the five items will be notified.