

RECOMMENDATION FOR GRADUATE ASSISTANTSHIP
(See instructions on next page)

Name _____ Banner ID _____

Address _____ Appointment ☐ Reappointment ☐

Does student have Conditional/Unconditional admission? ☐ Yes ☐ No

Position: GA ☐ GRA ☐ GTAsst ☐ GTAssoc ☐

Position previously held by _____

Department _____ # months _____ Percent time _____

Beginning date* _____ Ending date** _____

*Positions begin August 1 but not before student has been admitted to Graduate Studies.

**10 month positions end on Saturday prior to Summer--I. 12 month positions end July 31.

Monthly stipend _____

Responsible acct name/number _____

Distribution acct name/number _____

Work schedule (including times when classes are not in session, i.e. Fall or Spring Break)

Course load: Minimum _____ 6 hours _____ Maximum _____

For a half-time appointment, the course load must be at least six hours of degree credit coursework and no more than 9 hours. An additional 3 hours can be taken with approval of Coordinator and GA supervisor.

Attach a job description. Additional stipulations _____

Supervisor (name and title) _____

Office space available in room _____ Building _____

Equipment/supplies provided by Department of _____

Does student have any other appointment? _____

Recommended by _____

(Signature)

Date _____ Phone _____

According to the UTM Policies & Procedures Governing Graduate Assistantships and Fellowships at UT Martin, all appointments are made by the Dean of Graduate Studies based on the following criteria.

1. Applicants for graduate assistantships or fellowships must meet the following qualifications:
 - A. **Undergraduate Degree:** Applicants for a graduate assistantship or fellowship must possess an undergraduate degree.
 - B. **Admission Status:** Applicants must meet all requirements for unconditional or conditional admission to their desired degree program.
 - C. **Course Load:** Applicants must enroll in two graduate-level courses required for their degree program unless they are in their final semester (full-time status required for fellowship recipients).
 - D. **Academic Standing and Continuation of Appointment:** Applicants should have achieved, and should continue to maintain, an excellent academic record. Failure to maintain good academic standing (minimum cumulative gpa of 3.00) will result in one semester of probationary status for that student's appointment as a GA. Failure to achieve good academic standing at the end of the probationary semester will result in immediate termination of the GA appointment. A student may only receive one semester of probationary status as a GA at UT Martin.
 - E. **Appointment Area:** Applicants for graduate assistantships should be studying for an advanced degree in the same field to which they will be appointed as a GA or in a closely related field in which they have substantial background.
 - F. **Teaching Requirements:** Graduate Teaching Associates must also have completed at least 18 graduate semester hours in their teaching field (SACS Criterion 4.8.4).
2. **International students** may not apply for an assistantship until they have completed at least one term of full time work at UT Martin. Their knowledge of the specific field in which they may work, and their command of the English language, must be evaluated thoroughly by faculty supervisors before an award is made.

In order to prepare an appointment letter, the Office of Graduate Studies must have the information requested on the reverse side.

POSITION CATEGORIES FOR ASSISTANTSHIPS

1. Graduate (Service) Assistants (GA)
GAs are appointed to perform various duties other than those directly related to teaching or research. Most commonly, these duties relate to supervisory or administrative functions of the university. These duties should be relevant to the graduate program and professional goals of the student.
2. Graduate Teaching Assistants (GTA)
GTAs work under the direct supervision of a regular faculty member in activities such as helping to prepare lectures, teaching discussion sections, conducting laboratory exercises, grading papers, and keeping class records. The GTA works to gain teaching skills and an increased understanding of the discipline.
3. Graduate Teaching Associates (GTAssoc)
Exceptionally experienced graduate students may be assigned primary responsibility of teaching undergraduate courses, including the assignment of final grades. Requires at least 18 graduate semester hours in their teaching field (SACS Criterion 4.8.4).
4. Graduate Research Assistants (GRA)
GRAs are generally financed through a gift, grant, or contract. Ideally GRAs will be assigned a range of duties, such as library searches, field work, laboratory experiments, and preparation of reports, so as to gain professional skills to complement their graduate programs. The student's work should be closely supervised by a mentor.