

*****2009-10 GRADUATE ASSISTANTSHIP/TUITION SCHOLARSHIP
REQUIREMENTS AND DEADLINES*****

This email is being distributed to GA/TS supervisors on file, program coordinators and department chairs. This is in order to expeditiously relay information about contract due dates, policies and procedures, and other important news relating to graduate assistants and tuition scholars. ****Please review important policy changes regarding monthly stipend payment.****

1. FALL DEADLINES:

Preferred date - August 3, 2009 – Fall '09 GA contracts should be in this office no later than August 3rd. (See spring requirements for GA/TS.) **TS Preferred date - August 10, 2009.** *The last date for Tuition Scholarship contracts to be received in the Graduate School is August 24, and should be hand carried through approval signatures and hand delivered to the Graduate School, Burgin Dossett Hall, Room 309 B.*

2. SPRING DEADLINES:

Preferred date - January 4, 2010 - Spring '10 GA contracts should be in this office no later than January 4th. The graduate student must be registered for 9 graduate hours and meet all qualifications for a GA (access online handbook at <http://www.etsu.edu/gradstud/pdf/gatshandbook.pdf> for eligibility requirements). Be sure all new graduate assistants complete all the necessary paperwork (ETSU application for employment, I-9, W-4, and Direct Deposit access online at http://www.etsu.edu/gradstud/pdf/Ga_Ts_packet.pdf). **Contracts will be HELD until students are registered and are eligible.** Contracts will be sent back if they are not properly filled out, delaying the process – **PLEASE** inform your students of these delays so they don't question the Graduate School, Financial Aid or Payroll.

3. SUMMER DEADLINES:

Preferred date -May 3, 2010 –ALL Summer GA Contracts should be received in this office no later than May 4th in order to allow time for this office to process the contract before the payroll cuts off. Contracts for 7/1/10 – 8/15/10 should be received by June 14, 2010. *Remember that GA's must register for at least 6 graduate hours in the summer to qualify for a full summer award. If their contract period is only for half of the summer (5/15/10 – 6/30/10 OR 7/1/10 – 8/15/10), 3 graduate hours is all that's required.

January 16, 2010 - International Students receiving a GA/TS contract must complete **within two (2) week of classes** a Best Plus Oral Proficiency Interview with Dr. Elhindi (B310), Dr. McGarry, (312), or Dr. Michieka (409). Student should sign up for interview at Burseson Hall (English building). International Students must have **current GLACIER paperwork on file before they will be paid.** Please contact Jennifer Crigger at criggerj@etsu.edu or by phone 439-6887 for more information.

3. PERFORMANCE APPRAISALS:

Evaluations must be completed for all GA/TS recipients at the end of their contract. You can download the evaluation form by going to our web page (<http://www.etsu.edu/gradstud/pdf/performance.pdf>). If the GA/TS are not fulfilling these responsibilities, consult with the Graduate School in a timely manner.

4. VACANCIES: If you have GA/TS vacancies in your department, access <http://www.etsu.edu/gradstud/pdf/Job.pdf> and submit it to our office via campus mail or by e-mail (brownq@etsu.edu). We will place it on our Graduate Studies web page.

5. RESIGNATIONS, TERMINATIONS, AND WITHDRAWALS: It is **IMPERATIVE** that this office is notified immediately when a student resigns. A resignation letter from the student or the department needs to be sent to this office at Box 70720 or Fax 439-5624. A copy of the resignation also needs to be sent to Debbie Parks in Human Resources Box 70564 or faxed to ext. 9-8354. With the new requirement that all GA's must have direct deposit there have been some problems with GA's receiving a check after they have resigned from their positions. There is also a question as to how much, if any, tuition remission they must refund to the university. Please inform this office about resignations and terminations immediately after it happens.

6. PERSONNEL STATUS CHANGES: If there are **any changes that need to be made to existing contracts** (i.e. salary dollars, account information, tuition information) **please fill out a personnel change of status form** located on the Human Resources web page (<http://www.etsu.edu/humanres/forms/forms.htm>) under miscellaneous forms and send it to Graduate Studies, Debbie Parks in Human Resources, and Sue Smith in Financial Aid.

7. ORIENTATION: Please inform all of your **NEW** graduate students that the 2009 School of Graduate Studies orientation will be Tuesday, August 25, 2009 at the D. P. Culp Center and encourage them to attend.

*****Financial Procedure 15 has been updated to implement required procedural changes that have occurred due to our transition to the Banner system as well as update the policy to reflect current practice. The policy can be accessed at <http://www.etsu.edu/comptrol/fp-15.htm>.**