



Graduate School
Graduate Student Academic Staff Notice of Appointment (GSAS)

UNIVERSITY OF KENTUCKY Note: This form supersedes any and all previous forms for this student.

Name _____ SS# (ID) _____
 (Last) (First)

Academic Program _____ Hiring Department _____

Appointment Period _____ to _____ Stipend \$ _____
 beginning date ending date (excluding fellowship amount)

Appointment type and tuition scholarship nomination (full-time requires no more than 20; half-time no more than 10 hours/week assignable duties):

TEACHING ASSISTANT Full-time ____ (provides full tuition) Half-time ____ (provides half tuition)
TA TYPE TA1 Primary ____ TA2 Supervised ____ TA3 Supporting ____ TA4 Grader ____

RESEARCH ASSISTANT (UNIVERSAL IN-STATE SCHOLARSHIPS NOT AVAILABLE FOR SUMMER SESSIONS)
 Full-time ____ (provides full tuition) Half-time ____ (provides half tuition) RCTF RA Stipend \$ _____

GRADUATE ASSISTANT (UNIVERSAL IN-STATE SCHOLARSHIPS NOT AVAILABLE FOR SUMMER SESSIONS)
 Full-time ____ (provides full tuition) Half-time ____ (provides half tuition)

Please note the assigned duties and conditions of reappointment sections must be filled out.

Assigned Duties:

Conditions of Appointment/Renewal (in addition to those listed in the box to the right):

Approvals:

 Director of Graduate Studies of Academic Program Date Hiring Official (or College Dean, if required) Date

I accept this award on the basis of the conditions herein stated. I **do/do not** have additional assignments in another unit.
 (circle one)

 Appointee Date
 04/04

Governing Regulations

Graduate Student Academic Staff appointments are governed by the University of Kentucky *Governing Regulations* and *Administrative Regulations*. Part X, B.9 of the *Governing Regulations* and AR II.1.0.7 of the *Administrative Regulations* contain specific provisions relative to this appointment. In addition, the appointee's graduate student status is governed by the rules of the University's Graduate Faculty, the rules of the University Senate and regulations adopted by the Board of Trustees. For details, see the Graduate School's pamphlet entitled *Teaching and Research Assistants at the University of Kentucky*, or go to www.rgs.uky.edu/gsfellowship/tarainfo.html.

Tuition Scholarships

Full or half-time graduate assistants at the University of Kentucky may be nominated by the Director of Graduate Studies in their academic program for tuition scholarships offered by the Graduate School. Students are recommended to the Graduate School for a tuition scholarship based on academic record, type of appointment, and residency status. Post-baccalaureate (non-degree) students and students on academic probation are not eligible for tuition scholarships. *Full-time students are required to pay the mandatory health fee and recreation fee.*

Teaching Assistant Orientation

University Regulations require that at the outset of the academic year all new teaching assistants attend orientation programs designed to inform them of their upcoming duties, rights, and responsibilities. In keeping with this requirement, new teaching assistants should plan to be in residence no later than mid-August prior to the beginning of the academic year. Information on University and Department orientation programs is available from your Director of Graduate Studies or Department Chair.

International Teaching Assistants

In keeping with KRS 164.297 and UK's *Administrative Regulations*, international teaching assistants (ITAs) for whom English is not the native language are required to participate in a training, screening, and evaluation orientation program prior to the beginning of the Fall Semester. This evaluation includes interviews and an assessment of the ITA's English-language competency relative to the teaching assignment. Information on this program is available from the Director of Graduate Studies or Department Chair.

Employment Requirements (I-9)

Federal regulations require that all new employees present proof of eligibility for employment in the United States before starting their assigned duties. Information on obtaining and completing the required I-9 form is available from the student's department.