

Notice of Appointment
Graduate Student Academic Staff (GSAS)
Guidelines

GSAS Form Instructions

1. **Name**

Enter the full name of the person being appointed with the last name first. Do not use nicknames. <Richards, John Stephen>

2. **Social Security Number**

Enter the Social Security number of the person being employed. If the appointee is a new international student who has not yet been assigned a SS number, enter the student's ID number.

3. **Academic Program**

Enter the name of the academic program in which the student is enrolled <English>

4. **Hiring Department of Program**

Fill this in ONLY IF the hiring department is different than the academic program.
<Center for Computational Sciences>

5. **Period of Appointment**

Enter the beginning and ending dates of the appointment(s). Multiple appointments should be included on one form. The period of appointment(s) should be listed as it appears or will appear in HRS, the University's payroll system.
<August 15, 2004 – May 15, 2005>

6. **Stipend**

Enter the amount of annual stipend the student is receiving from the graduate assistantship. **Do not include fellowship stipend amounts.** <\$10,000>

7. **Appointment Type**

Indicate as appropriate.

TA Type: Indicate the appropriate TA type in the box provided.

Programs hiring their RCTF students as research assistants should enter the amount of the stipend supplied from the RCTF account in the space provided.

8. **Assigned Duties**

Indicate **as specifically as possible** the duties which the graduate assistant will be expected to carry out. Please take into consideration that the GSAS serves as a contract.
<Teach two classes of beginning German during each semester of the academic year; possible assignments include GER 101 and/or GER 102. New TAs must attend TA orientation in the Fall.>

9. **Conditions of Appointment**

Indicate any conditions relating to the person's appointment or renewal.

<Graduate Assistants in the Department of Communication must maintain a "B" or better GPA to maintain eligibility.>

<Graduate Assistantship appointments in the Department of Creativity may be renewed for a second year for master's students, or for a total of three years for doctoral students. Additional periods of appointment may be possible at the discretion of the department.>

<Teaching Assistants in the Department of History must enroll for at least nine graduate credits of course work during each semester of employment. Any exceptions must be approved by the Director of Graduate Studies.>

10. Approval

The GSAS must be signed by the Director of Graduate Studies of the academic program in which the student is enrolled.

Graduate assistants employed by a unit other than their academic program must be nominated for any tuition scholarships for which they may be eligible by the DGS of the academic program in which they are enrolled. Hiring units must also sign the form and provide the DGS with a copy of the GSAS for transmittal to the Graduate School Fellowship Office. The dean's signature is required only in those colleges in which such is standard operating procedure.

11. Termination of Assignments

Termination of appointments may be handled one of two ways: 1) write across the original GSAS, "Appointment terminated," date and sign, and send to the Fellowship Office, or 2) send an e-mail to Kami Dibble (kami@uky.edu) indicating that the appointment has ended, along with the name and social security number of the student.

Other Important Information

1. **A new form is necessary each time any element of an assignment changes. The new form supersedes any previous form.** Clarification of new, changed, or deleted assignments is encouraged.

2. **Additional tuition scholarship eligibility criteria:**

-Students must be enrolled in degree-seeking programs. Post-baccalaureate students are not eligible for tuition scholarships.

-Students on academic probation are not eligible for tuition scholarships.

-Students receiving tuition scholarships must have an HRS job group "S" assignment. Assistants paid on an hourly basis are not eligible for tuition scholarships.

-The duration of the assistantship must be for a minimum of one semester. Students with assistantships shorter than one semester are not eligible for tuition scholarships.

-Assistantship HRS assignments must begin no later than September 15 in the fall semester and no later than February 15 in the spring semester in order for students to be nominated for tuition scholarships.

-Stipends must meet Reasonable Compensation before tuition scholarships may be awarded.

3. Tuition scholarships are actual monetary scholarships paid to student accounts through FAM and BR administrative systems. The University is not allowed to “waive” tuition; therefore, use of the term waiver should be avoided. Also, tuition scholarships cannot be considered compensation for work performed.
4. It is important that graduate students maintain up-to-date address information in SIS, the Student Information database. Students may find out more about changing addresses by visiting the Registrar’s Office homepage at <www.uky.edu/Registrar>.
5. The Graduate School does not pay fees such as drop fees, international student fees, health fees, late registration fees, student recreation fees, music or chemistry fees, or reinstatement fees. Students enrolled in less than nine hours must request and pay the student health fee in order to use the University Health Service. Full-time students are required to pay the health fee the recreation fee.
6. Form Availability
This form is available on the Web at <www.rgs.uky.edu/gs/gforms.html#dgss>. Paper copies are available by calling Kami Dibble at 7-3261.
To fill out and print this form from the Web, users need Adobe Acrobat Reader, which can be downloaded free of charge from the Adobe home page, <www.adobe.com>. To save this form on your PC, install Adobe Acrobat, available from UK Computer Store.

If you have questions, please call the Graduate School Fellowship Office at 257-3261. Thank you.