|  |  |  |
| --- | --- | --- |
|  | | |
| Text, logo  Description automatically generated | **Graduate Assistant Appointment Form** | [**Form ID #**](https://eforms.uwsp.edu/workspace.aspx)**:** |
|  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Contract Information (no annual appointments allowed)** | | | | | |
| Pay Basis/Appt Duration | Choose an item. | Begin Date: | MM/DD/YYYY | Ending Date: | MM/DD/YYYY |

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Information** | | | |
| Name: |  | | |
| EmplID (if known): |  | Email Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Information** | | | |
| Department/School/Unit: |  | Principle Work Location: | Choose an item. |
| Position Title: | Graduate Assistant (GA) SA023 | Teaching Assistant (TA) SA018 | Research Assistant (RA) SA009 |
| If this position becomes hourly, please indicate your choice. | Timesheet (employee fills in timesheet)  Pre-populated (elapsed) schedule (preset hours automatically populate) | | |
| Reports To (perf management): |  | Time/Labor Approver: |  |
| Building & Room: |  | Time/Labor Backup: |  |
| UWS Education Code: | Choose an item. | CBC/SHRC Requested: | Yes  N/A |
| UWSP Education Code: | Choose an item. | Hourly Rate: |  |
| Full-time Base Salary (at 1.0 FTE): |  | FTE of Appointment: |  |
| Salary Based on FTE: |  | Number of Hours: |  |
| Position of Trust: | Yes  No  (Defined as: Having property access, financial/fiduciary duties, and all executive positions) | | |
| Position of Trust with Access to Vulnerable Populations:  *For additional information, view the CBC policy* [*here*](https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-criminal-background-check-policy/)*.* | Yes  No  (Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. This category also includes employees who are not directly working in those units, but have unsupervised access to the unit when the vulnerable population is present. This category does not include faculty or instructional academic staff performing regular teaching, service, and research responsibilities unless these responsibilities include unsupervised or significant access to vulnerable populations.) | | |

|  |
| --- |
| **Job Duties:** |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Funding Information** | | | | | |
| Amount ($xx,xxx.xx) | Fund Code (xxx) | Program Code (x) | DeptID (Account) (xxxxxx) | Project ID (xxxxxxx) | **%** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | | | | Total % must equal 100 | **%** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Status** | | | |
| Degree Earned | Date | Institution | Major Field |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Appointment Contingency** |
| To qualify for graduate assistantships, you must:   * Be admitted to a graduate degree program at UW-Stevens Point. * Be in good standing in the degree program (maintain at least a 3.0 GPA). * For a research assistant, enroll for at least 9 graduate credits per semester or 5 during the summer. * For a graduate assistant, enroll for at least 4 graduate credits per semester or 3 during the summer. * We recommend that graduate assistants limit their maximum course loads to 9 credits per semester.   **# of credits:** XX.XX **TERM:** Click or tap here to enter text. **Verified by:** First Name Last Name **Date:** XX/XX/XXXX  Additional Academic or Programmatic Contingency(ies): Click or tap here to enter text. |

|  |
| --- |
| **DocuSign routing instructions** |

1 – Department Chair/Associate Dean/Unit Supervisor – “Needs to sign” and date

2 – Dean/Director – “Needs to sign” and date (make sure to follow College or Division approval processes)

3 – Account Budget Manager (WISER) (if different than either prior signature) – “Needs to sign” and date

4 – Grant Accounting (if 133/144 account) – “Needs to sign” and date

5 – [acadaffpforms@uwsp.edu](mailto:acadaffpforms@uwsp.edu) – “Receives a copy”

Academic Affairs will review and secure the remaining signatures

|  |
| --- |
| **Approvals/Reviews** |
|  |
| **Approved, Department Chair/Associate Dean/Unit Supervisor Date** |
|  |
| **Approved, Dean/Director Date** |
|  |
| **Approved, Account Budget Manager (WISER) (if different than either prior signature) Date** |
|  |
| **Approved, Grant Accounting (if 113/133/144 account) Date** |
|  |
| **Approved, Vice Chancellor/Division Leader or designee Date** |
|  |
| **Reviewed, Human Resources Date** |

**Definitions**

**Graduate Assistant (GA) – SA023**

As a graduate assistant, you get professionally related assignments that assist the university such as paper grading, assisting faculty in laboratory sections and/or research projects, development materials for classroom instructions, assisting in departmental libraries, etc. Assigned duties may include gathering, organizing, and analyzing information for a department and may involve routine clerical, secretarial, or accounting procedures. However, the main thrust of the assignment is a learning experience.

The funds to support graduate assistants come directly from the university on a fiscal-year basis. Consequently, your appointment is for a semester or academic year and cannot be assured for more than one academic year at a time.

As a graduate assistant, you are an employee of the university, and your salary is taxable. You may be eligible for insurance benefits. Contact Human Resources for more information.

**Teaching Assistant (TA) – SA018**

As a teaching assistant, you will be given professionally related instructional assignments in the classroom under the direction of a graduate faculty mentor. You are also expected to participate in an instructional training and assessment program during your assistantship appointment.

The teaching assistantship is a subcategory of graduate assistantships and, therefore, your salary is taxable. You may be eligible for insurance benefits. Contract Human Resources for more information.

**Research Assistant (RA) – SA009**

As a research assistant, you are paid for performing certain research duties. Research assistantships are only available in graduate programs where research is required as part of the degree requirements of all students who are candidates for the same degree. The assigned duties must be directly applicable to your degree requirements.

The funds for the stipend may come directly for the university or from an external sponsoring agency. Since the research is a degree requirement, the service you provide the university as a research assistant is taxable. You may be eligible for insurance benefits. Contract Human Resources for more information

**Please note: Position may become hourly if employee has other student hourly appointments or due to FLSA requirements.**