EED “Service” Policy for Graduate Teaching Associates (GTAs)

The goals of the following policy are threefold:
1. To ensure continued and steady progress towards completion of their degree.
2. To ensure that new graduate students have an opportunity to secure a GTA position; and
3. To ensure stability in the operation of the First-Year Engineering Program and other EED courses.

With these goals in mind, the following periods of service (also known as “period of employment”) for GTAs are as follows:

1. For the graduate student pursuing a Masters degree, the period is two academic years.
   • This period may be extended up to an additional academic year based upon a favorable performance review, including consultation with their advisor.
2. For the graduate student pursuing a PhD degree, the period is four academic years.
   • This period may be extended up to an additional academic year based upon a favorable performance review, including consultation with their advisor.
3. The maximum continuous employment period is five years.
4. It should be noted that satisfactory performance as a GTA is required for continued employment.

This policy is part of the employment offer, and will be signed by the GTA. A copy will be sent to the student's advisor and to the Graduate Studies Chair of the student’s department.

Note: An “academic year” is defined as two consecutive semesters of study. In addition to their monthly stipend, GTAs receive a tuition and fee waiver authorization for the semester in which they are working. GTAs who work two consecutive semesters receive a third semester tuition and fee waiver authorization without having to work as a GTA for that semester. The typical scenario is a grad student who works as a GTA for Autumn and Spring, and then uses the tuition and fee waiver in the summer.

I have read the above policy statement and will abide by the conditions, and will provide whatever records are necessary to keep my employment history and academic standing current.

___________________________ ___________________________ _____________
GTA Name (Printed)  GTA signature   Date

Current Degree Program (check one): ____ Masters  ____ PhD

Last semester of projected employment with EED: AU SP SU; Year _________