



Graduate Teaching Assistant (GTA) Work Agreement

1. Student Information

Full Name: [STUDENT'S FULL NAME]	
KSU NetID (first part of KSU student email) [NETID]	KSU ID: NUMERIC ID IF KNOWN]
Student's Program of Study: [PROGRAM OF STUDY] WILL BE MSAI, MSCS, MSCYBR, MSIT, MSDSA, OR MSSWE	

2. Course Information

Course(s) will serve: [COURSE INFO]	
Section(s) will serve: [SECTION INFO] IF KNOWN	# of students per section: [NUMBER] ESTIMATE IF KNOWN

3. Teacher of Record (TOR)

Please complete this section **only** if the TA is also a **Teacher of Record (TOR)**. Please note for “teacher of record” (TOR) the [SACSCOC policy](#) states the student must have a “master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline (1), regular in-service training (2), and planned and periodic evaluations (3).” Please also complete the Graduate Teaching Assistant – Teacher of Record Appointment Form available on the [Faculty Affairs Forms](#) site.

Has the student completed GRAD 9001?	Choose an item.	If TOR
If not, then when will it be completed?	Click or tap to enter a date.	
Please list any workshops or in-service training in which the graduate student is expected to participate during the contract period:		
[WORKSHOP NAME, OFFERED BY]	Click or tap to enter a date.	
[WORKSHOP NAME, OFFERED BY]	Click or tap to enter a date.	
[WORKSHOP NAME, OFFERED BY]	Click or tap to enter a date.	
Date(s) of ‘planned and periodic evaluations’ according to SACSCOC statement above*?		
[DATE(S), SEPARATED BY A COMMA]		

*Please refer to [CETL](#) for scheduling classroom observations.

4. Hiring Manager/Faculty Information

Hiring Manager/Faculty Name*: [FACULTY NAME]
Hiring Manager/Faculty Email: [FACULTY EMAIL]

* For TORs, the supervisor must be a faculty member experienced in the teaching Discipline.

5. Hiring Department

Hiring Department Name: [DEPARTMENT NAME]	
Hiring Department ID#: [ID#] CS = 1010010; IT = 1010020; SWEGD = 1010030; SDSA = 1008050	
Hiring College: [HIRING COLLEGE] (CCSE)	Today's Date: [AGREEMENT DATE]

6. Tier

Please see the Graduate College's [Graduate Assistantships](#) website for details regarding the tiers.

Please select the appropriate Tier:	Choose an item.	
*If selected Other, please specify the following items: only fill below if "other"		
Hours worked per week	Salary per month	Hours of tuition waiver
[Hours per week]	[Stipend per month]	[Tuition waiver per month]

7. Funding Information

	Combo Code	Split-Funding %	Semester	Funding Type
Primary	[Combo Code]	[PERCENT]	Choose an item.	Choose an item.
*2nd (if split)	[Combo Code]	[PERCENT]	Choose an item.	Choose an item.
*3rd (if split)	[Combo Code]	[PERCENT]	Choose an item.	Choose an item.

*Required if split funded. Percentages should sum to 100%.

8. Background Checks (check all that are needed)

Answers to these questions may determine additional requirements.

<input type="checkbox"/>	Will the student assistant interact with minors? Don't check!! This is for camps
<input type="checkbox"/>	Will the student assistant have related access to sensitive information, such as social security numbers, banking information, etc.?
<input type="checkbox"/>	Will the student assistant need door access to university facilities?
<input type="checkbox"/>	Will the student assistant handle cash or credit card payments?
<input type="checkbox"/>	Will the student assistant drive a KSU vehicle (including golf carts) for university business as a part of their regularly assigned job duties?
<input type="checkbox"/>	Will the student assistant operate power tools?

Does the student require access to university resources? Please record N/A for not applicable.

SPECIFY HERE

Please list the specific resources (i.e., VPN, specific servers, room access, etc.):

SPECIFY HERE

Name of party responsible for requesting the resources:

SPECIFY HERE

Will you perform work while physically residing outside the state of Georgia, but within the United States, at any time during your assistantship*?

Choose an item.

If yes, what state?

Choose an item.

*Requires prior written approval from HR. Please use the [Graduate Student Employee Out of State Request Form](#) to submit the Request.

By completing and signing this contract, you are verifying that the assistantship described in this contract meets the definition of a "Graduate Teaching Assistantship" as described at: <https://gradassistantships.kennesaw.edu/policies.php>, and that the information contained in this form is complete and accurate. The provision of false or incomplete information may result in employment action, up to and including termination, as well as disciplinary action in accordance with KSU's Codes of Student Conduct.

1. **TUITION WAIVER:** Tuition will only be waived for graduate courses counting towards the degree. No tuition will be waived for undergraduate courses, prerequisite courses, or courses outside of the degree program. Eligible tuition will be waived for the number of hours indicated on this contract (see above) and for the specified semesters only. Tuition waivers cannot carry over to other semesters, nor are they converted to monetary value to be paid to the student.
2. **COURSE CREDIT HOURS:** Graduate Assistants must register for and maintain a minimum of 3 graduate semester hours in the Fall and Spring semesters for which they are serving as a graduate assistant, and at least 1 graduate semester hour in the Summer semester.
3. **HIRING-IN PROCESS:** Sam Garbe, Human Resources' Program Coordinator for Student Employment, will reach out to you with further instructions about the onboarding process when he receives your hiring paperwork from the graduate college. If you have worked for KSU previously and are unsure if you need to complete this process again, he can be reached at sgarbe@kennesaw.edu or 470-578-3948. Please note that Graduate Assistants are required to attend HR onboarding and cannot be paid until this final step has been completed. **Onboarding must be completed by August 6, 2025.**
4. **PAYMENT OF FEES:** Each Graduate Assistant pays a special tuition fee of **\$25 per semester, as well as all student fees, and the cost of mandatory health insurance** if the Graduate Student is not eligible for a health insurance waiver. A waiver of the health insurance fee may be applied for directly with **United Health Care** at: studentcenter.uhcsr.com/kennesaw. Failure to pay by the tuition payment deadline will result in classes being canceled as well as employment in this position being terminated.
5. **PREMIUM/EXECUTIVE PROGRAMS:** Graduate Students that are enrolled in one of KSU premium-priced programs will be required to pay all tuition and other costs of these programs in excess of standard graduate in-state tuition.
6. **STIPEND:** The stipend amount will be paid monthly. The first payment date will be the last business day of the first month of the contract. The payment of compensation provided for herein is contingent upon the continued availability of funds for personnel services under the General Appropriations Act.
7. **WORK ASSIGNMENT & HOURS:**
 - a. **CONDITIONS TO BEGIN WORK.** The student is not permitted to begin working until (1) the student has received notice of work authorization/approval from HR **AND** (2) the student has submitted all required paperwork to HR. HR will notify the student when both conditions have been met. Students who fail to submit their documentation by the stated deadline will have their monthly stipend prorated to the date of approval designated by HR. Students who begin working in advance of receiving such approval may be subject to disciplinary action, up to and including the termination of their assistantship, and faculty supervisors will be required to complete a Unauthorized Employment of a Graduate Assistant Form (UEGAF) for each student who they allow to work without meeting the foregoing conditions. At the sole discretion of HR/Graduate College, faculty members who have to complete more than one (UEGAF) may be prohibited from hiring future graduate assistants.
 - b. Unless otherwise noted in writing and attached to this document, you are contractually obligated to provide the research and other support services described below to the university, college, or department to which you are assigned during the period of the appointment.
 - c. The assistantship requires that the graduate student works, on average, the number of hours per week and for the period indicated above. Supervisors should take the student's course load into account when setting their weekly work hours.
 - d. The faculty supervisor will provide assignments to be completed in a timely manner. Regular meetings between the faculty supervisor and the graduate student should take place to assess progress on the project and for the graduate student to receive any new assignments.
 - e. The supervisor will submit an evaluation of the quality and outcome of the project and completed work at the end of the term and will provide documentation of the number of hours devoted to the project by the graduate assistant.
 - f. **While working as a graduate assistant you may not be employed in any other position within the University System of Georgia.**
 - g. The student will notify HR and their faculty supervisor if they will be performing the work described in this agreement from outside of the state of Georgia for thirty (30) days or more.
8. **TERMINATION OF CONTRACT:** This contract will be terminated immediately if the Graduate Assistant fails to meet the requirements of the contract as determined by the supervisor or HR. Termination as a result of poor performance or conduct may result in the student being deemed ineligible for rehire for no less than 12 months. A Graduate Assistant wishing to resign must submit a letter of resignation to the Graduate Dean and their supervisor. **In both circumstances, compensation will cease upon termination or resignation and the Graduate Assistant may be required to reimburse the university for tuition waived for the semester.**

The section outlines the work expectations for the student including days and times to work.

9. Work Expectations

Expected Email Response Time: response to professor Choose an item.	Expected Teams Response Time: response to professor Choose an item.			
Location: [OFFICE OR LAB LOCATION] IF APPLICABLE				
Meeting Preference: Choose an item.	Meeting Frequency: Choose an item.			
Meeting Location: [MEETING LOCATION] IF APPLICABLE				
DAYS/TIMES TO WORK				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
[HOURS]	[HOURS]	[HOURS]	[HOURS]	[HOURS]
[HOURS]	[HOURS]	[HOURS]	[HOURS]	[HOURS]
[HOURS]	[HOURS]	[HOURS]	[HOURS]	[HOURS]

10. DUTIES (check all that apply)

Instructional Support	<input type="checkbox"/> PREPARING COURSE MATERIALS <input type="checkbox"/> DELIVERING LECTURES <input type="checkbox"/> DELIVERING SHORT ACTIVITIES <input type="checkbox"/> OTHER (SPECIFY) [SPECIFY]
Course Administration	<input type="checkbox"/> MANAGING ONLINE LEARNING SYSTEMS <input type="checkbox"/> RECORDING GRADES <input type="checkbox"/> TAKING ATTENDANCE <input type="checkbox"/> PREPARING COURSE MATERIALS LIKE SLIDES AND HANDOUTS <input type="checkbox"/> PREPARING LAB MATERIALS <input type="checkbox"/> ORDERING COURSE TEXTBOOKS <input type="checkbox"/> MONITORING SUPPLIES <input type="checkbox"/> OTHER (SPECIFY) [SPECIFY]
Grading and Assessment	<input type="checkbox"/> USING A RUBRIC <input type="checkbox"/> USING AN ANSWER KEY <input type="checkbox"/> WRITING COMMENTS ON PAPERS <input type="checkbox"/> CALCULATING GRADES <input type="checkbox"/> POSTING GRADES <input type="checkbox"/> PROCTORING EXAMS <input type="checkbox"/> OTHER (SPECIFY) [SPECIFY]

<p style="text-align: center;">Laboratory Supervision</p>	<input type="checkbox"/> ENSURING SAFETY <input type="checkbox"/> DEMONSTRATING EQUIPMENT <input type="checkbox"/> ENFORCING LAB RULES <input type="checkbox"/> OTHER (SPECIFY) [SPECIFY]
<p style="text-align: center;">Communication</p>	<input type="checkbox"/> LIAISON BETWEEN FACULTY AND STUDENTS <input type="checkbox"/> RESPONDING TO STUDENT INQUIRIES <input type="checkbox"/> POSTING AND MANAGING COURSE COMMUNICATION IN LMS <input type="checkbox"/> CONFERENCING WITH STUDENTS INDIVIDUALLY AND IN SMALL GROUPS <input type="checkbox"/> HOLDING OFFICE HOURS <input type="checkbox"/> PEER MENTORING AND TUTORING <input type="checkbox"/> OTHER (SPECIFY) [SPECIFY]

Professional Development Expectations

GTA's are expected to participate in the Graduate Student Teaching Orientation offered by the Center for Excellence in Teaching and Learning (CETL). Teachers of Record (TOR) are required to complete GRAD 9001. Additional professional development may be required based on assigned responsibilities. All university-required trainings must also be completed.

x _____
Student

x _____
Hiring Manager/Faculty

x _____
Department Chair (or equivalent)

x _____
Associate Dean