Graduate Teaching Assistant (GTA)
Allocation Process

January

Graduate Dean issues call for GTA proposals to department chairs and directors of university programs offering direction instruction or academic support

This process does not apply to departmental GAs or GRAs.

February

Department Chair meets with faculty and completes GTA position request form for upcoming year

Prioritization will be given to:

1] High performing students returning for 2nd year of GTA award
2] GTAs proposed for direct supervised teaching
3] GTAs proposed for assisting in courses or labs
4] GTAs proposed for assistance in grading
5] GTAs engaged in academic advising assistance to faculty members

March

Graduate Dean reviews department requests and makes decisions based upon available funding

Criteria Not met → Communication to chair/director with reasons

Criteria Met, but Funding Not Available → Wait List

Criteria Met and Funding Available → Communication to chair/director with budget parameters for beginning the hiring process – unit begins to recruit students to fill openings

If Funding Becomes Available