

Steps for Hiring a Graduate Assistant

When offering an assistantship it is important that the student understands it is only an offer and that an assistantship is not valid until all College of Graduate Studies admissions/ registration and the Human Resources Department requirements have been met.

Before the assistantship can be offered Students must:

- Be admitted with full standing into a Tennessee Tech graduate program
- Student must complete the GA application.
- Fulltime graduate assistants must enroll in at least six (6) graduate credit hours per semester and no more than twelve (12). Halftime graduate assistants must enroll in at least nine (9) graduate credit hours per semester and no more than fourteen (14). Summer graduate assistants must be enrolled in at least three (3) graduate credit hours, but not more than twelve (12).

Offer Letter (for admitted TTU students)

- Students should receive the university GA offer letter from the college/department.
- Upon acceptance the student must sign the offer letter and return it to the awarding department by the designated deadline given in the letter.
- All Graduate Assistantship offer letter for international students must be sent to the International Student Affairs office (Andrew Bleignier) upon making the offer and then again upon acceptance, for the completion of the I-20.
- No international GA PAF will be approved by the College of Graduate Studies without prior receipt of the acceptance letter being sent to Andrew Bleignier in International Student Registration.

Department maintains all necessary paperwork for student's assistantship file

These files include:

- Approved GA application
- Academic Preparation Certification Form (required for all Teaching Associates only)
- Hiring assessment documents (quality of previous academic work (GPA), test scores, strength of reference letters, writing samples, etc.)
- Signed copy of acceptance letter(s) (original copy sent along with the PAF to College of Graduate Studies)
- Copy of the Personnel Appointment Form (PAF) (original copy sent to College of Graduate Studies)
- Copy of I-9 from HR (must be obtained from GA before any work can be performed)
- Work performance evaluations, training material, and termination documents.

All GA PAF's are to be submitted to the College of Graduate Studies by the following deadlines each semester:

- July 27 for Fall Semester
- November 23 for Spring Semester
- April 27 for Summer Semester

Graduate Studies reviews assistantship PAF & Offer Letter to ensure:

- Student meets requirements for an assistantship and completeness of PAF & offer letter.

Assistantship PAF is processed:

- Recipient's information is entered into required systems
- Financial Aid receives a copy of the PAF for processing
- PAF & offer letter is delivered to Human Resources for processing of additional paperwork.
- Students are responsible for part of their fees each term and must be paid by fee payment deadlines

Incomplete assistantship PAFs & Offer Letters:

- Are returned to departments if any criteria are not met, the assistantship WILL NOT be awarded.
- The College of Graduate Studies and awarding department will be notified via email from the Human Resources Office if the contract cannot be awarded due to HR requirements not being met.
- The awarding department should notify the student immediately.