



Graduate Funding Authorization Form

Teaching Assistant/Associate

Office Use Only

New Hire	
Rollover	
RA	
TA	

IMPORTANT INFORMATION

Teaching Assistants are graduate students who assist faculty with administering and delivery of courses. Assistants/ Associates are supervised by the course instructor. Please complete the entire *Graduate Funding Authorization Form*; both the student and the faculty conducting the course must sign the Student Information and the Faculty Information portion of the form.

**Graduate Funding Authorization Forms are due on
*****Friday, December 7, 2018*******

All forms submitted after the date listed above will be considered late and may not be processed on time for the first pay period of the fall semester and may also result in late fees! Retroactive hire/pay is not supported.

STUDENT INFORMATION

Student Name: _____ Date: _____
 EMPL ID: _____ PCN #: _____
 Email Address: _____
 International Visa Type: _____ International I-20 End Date: _____

STUDENT REQUIREMENTS AND SIGNATURE

By signing below, you confirm that you have read and met all student requirements below:

- Students must have a minimum GPA of 3.0 and maintain a 3.0 GPA or more during employment.
- Students must be enrolled in 6 or more graduate level units for credit the entire semester of your GA position; otherwise your position will be terminated. You must be enrolled in 6 units prior to submitting your funding paperwork.
- Students must take the Graduate Funding Authorization form to the funding supervisor/faculty advisor. The faculty advisor must complete and sign the Faculty Information including the Export Control Information portion of the form.
- Students are still responsible for mandatory fees associated with student Bursar's Account.**
- Students must complete the TATO Mandatory Training!**
Teaching Assistant/Associate Training Online (TATO)
 All TAs are required to pass the "Staying out of trouble: UA Policies" module test. A passing score is 95% or higher. TATO is self-paced and available at any time to anyone who registers and has a valid NetID. The Graduate College monitors scores. Three attempts at passing are given. One can complete TATO by signing into d2l.arizona.edu. TATO compliance must be met within two (2) weeks of the first day of classes or hire, whichever comes first.
International Teaching Assistants/Associates (ITA):
 International Teaching Assistants/Associates from a non-English speaking country must score at least a 24 on the speaking subtest of the TOEFL iBT test *or* have a TSE/SPEAK score of 50 *or* a TBEST score of 6.8 in order to work as a TA. If an International TA does not meet at least one of the minimum scores listed above, the TA will need to meet with the hiring department and have an English Speaking Proficiency Evaluation (ESPE) done.
- Students must complete the Conflict of Interest Training every 4 years and submit a disclosure form each year (by June 30).**
 - Navigate to: <https://uavpr.arizona.edu/COI/>
 - Log into the disclosure form with your Net ID
 - Complete the training and disclosure
 - Print certificate of training and submit with your funding paperwork
- Students must complete RCR Training every 4 years (either 4 hour online module or a 1.5 hour in-person workshop)**
 - Navigate to: <http://rgw.arizona.edu/research-compliance/rcr/online-training>
 - Enroll in the CITI online training with your Net ID
 - Complete training
 - Print certificate of training and submit with your funding paperwork
- Students must take the Graduate Funding Authorization form to the faculty conducting the course. The faculty advisor must complete and sign the Faculty Information including the TA responsibilities.

9. If an assignment is declined, there will be no guarantee that another assignment will be available. After consulting with a student, the Associate Dean may transfer a student to another appointment during assignments or during the year.
10. Students are required to meet with the faculty conducting the course prior to the first day of class.
11. Students offered a TA position in the spring semester may have their offer rescinded after the collection of Fall TA Evaluations.
12. Students who pass written and oral comps will be promoted to Associate Level in the next hiring semester. (ex., if you passed written and oral comps in the fall semester you will be promoted in the following spring semester).
13. As a Graduate Assistant/Associate students may have employment benefits prorated for several different reasons. Some of those would be: An FTE (Full-Time Equivalency) adjustment, the GA position started after the semester started, the GA position ended before the contract end date.
14. Forms submitted after the due date may not be processed by the first pay period of the semester! Please deliver the forms to Mark Rodriguez, Academic Programs Office, Room 412. If you have any questions, please contact Mark at 520-626-0888 or mrod@optics.arizona.edu.

Student Signature: _____

POSITION INFORMATION

_____ Teaching Assistant (\$21.723/hr) _____ Teaching Associate (\$23.918/hr, *Ph.D. passed both written and oral comps*)

_____ Spring Semester (December 31, 2018 – May 19, 2019)

_____ Cumulative GPA _____ Number of Units Enrolled (Spring 2019)

_____ .25 FTE _____ .50 FTE ******You must complete Teaching Expectations******

TEACHING EXPECTATIONS

Course student will be TA for (if multiple, list all): _____

Indicate if the student will be participating in any of the following activities:

Teaching of lectures (ex., during conferences, sick days, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Grading-		
Homework	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Exams	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Projects	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Conducting Laboratory Sections	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number sections per week: _____		
Office Hours	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Email contact with students	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have set deadlines for grading	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Faculty Meetings	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other (please describe)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Approximate number of hours per week you expect this student to work for this course: _____

FACULTY REQUIREMENTS AND SIGNATURE

1. A GTA is expected to perform whatever work may be necessary pertaining to their assigned course. Any special duties or arrangements must be articulated in writing prior to hire.
2. A GTA on an academic contract is not required to work while classes are not in session (ex. before the start of classes, after finals, winter break, spring break), unless the student and department agree (in writing) about this prior to hire.
3. GTAs are salaried employees. As such, their reported hours may not be reduced in most cases. During periods where a GA is concurrently enrolled, total on-campus employment may not exceed 20 hours per week (0.50 FTE).
4. International GAs on F-1 or J-1 visas are subject to additional restrictions: their employment may not exceed 20 hours per week (0.50 FTE) while they are concurrently enrolled.
5. Any hours worked above a GTA's designated FTE must be paid via supplemental compensation. A GA may also hold multiple positions so long as the total FTE does not exceed the restrictions.
6. The faculty advisor must complete and sign the Teaching Expectations form (attached page 3).
7. Forms submitted after the due date may not be processed by the first pay period of the semester!
8. Please deliver the forms to Mark Rodriguez, Academic Programs Office, Room 412. If you have any questions, please contact Mark at 520-626-0888 or mrod@optics.arizona.edu.

Faculty Signature: _____

ASSOCIATE DEAN/ ACCOUNTING INFORMATION

Assoc. Dean Signature: _____

PCN #: _____

Account #: _____

Room #: _____

FOR OFFICE USE ONLY

Date Received: _____

Date Received: _____

Coordinator Signature: _____

Accounting Signature: _____

Notes:

GRADUATE TEACHING ASSISTANT/ASSOCIATE BENEFITS

A GA will receive the following benefits. These benefits are not transferrable and may not be applied to charges assessed through the Outreach College. Benefits will not be processed until hiring information is entered into UAccess Employee and all position requirements are satisfied. Tuition benefits and/or GA Deferments are not given for Summer/Winter sessions classes.

Nonresident Tuition Rate

A nonresident GA employed during the fall and/or spring academic semesters will be charged at the GA Reduced Tuition, equivalent to resident tuition, in place of nonresident tuition rates.

Tuition Remission

A GA employed during the fall and/or spring academic semesters will receive tuition remission in an amount which is dependent on FTE, enrollment, and dates of employment and will only apply to standard graduate resident tuition. This coverage is limited to what is charged and is not applicable to other fees. If employed at a total FTE less than 0.50, one will receive tuition remission in the amount of 50% of the standard graduate resident tuition rate. If employed at a total FTE greater than or equal to 0.50, one will receive tuition remission in the amount of 100% of the standard graduate resident tuition rate. Refer to the Tuition and Fees Calculator on the Bursar's Office website for more information about tuition rates. The URL is <https://tuitioncalculator.fso.arizona.edu/#!/selections>

Health Insurance Premium Coverage

A GA who is enrolled in the student health insurance plan through the University of Arizona will receive coverage of the student-only premium. This benefit does not apply to insurance plans outside of the University of Arizona. One may enroll for the health insurance through the Student Center in UAccess Student. Please refer to the Graduate Assistant/Associate Health Insurance Benefit page on the Campus Health Service website for information about enrollment deadlines and coverage. The URL is <https://www.health.arizona.edu/graduate-assistantsassociates>. Once a student is enrolled, that student will be automatically re-enrolled in future semesters upon class registration (regardless of assistantship status) unless one cancels the coverage during an Open Enrollment period. Once the enrollment period closes, students will be unable to add, cancel, or change coverage until the next enrollment period.

Bookstore Discount

A GA is eligible for a 10% discount off the price of select items purchased at all ASUA Bookstores, subject to Bookstore policies in effect. This benefit goes into effect once hiring information is processed and all requirements are satisfied. This benefit must be mentioned at the time of purchase to receive it and is not available retroactively. Speak with representatives at the Bookstores for more information about this discount.

The full RA/TA Manual can be found at: <https://grad.arizona.edu/funding/ga>

**** NOTE: Students are responsible for mandatory fees on their student accounts ****

HR/PAYROLL EXPORT CONTROL REVIEW FORM

1. A visual compliance restricted party screening (RPS) must be conducted on ALL potential hires and DCCs. Screenings should include full name, physical address, and country. If a "hit" is received (match to party being screened), **consult University Export Control Program (UECP) prior to completing form.** (Note: A confirmed "hit" could require government authorization.)

Attach a copy of the restricted party screening to the MSS transaction and/or PAF along with this form. A copy will also be maintained in the College personnel files.

Name of person screened: _____

2. Is the potential hire or DCC a non-U.S. citizen?
(Note: Permanent Residents are considered U.S. citizens) YES NO

If YES, complete the following (If no, skip to signature):

3. Is the potential hire or DCC a citizen of the following countries: YES NO
Cuba, Iran, Syria, Libya, North Korea, or Sudan?

4. Will the non-U.S. citizen be working (paid or unpaid) on a research project with a Technology Control Plan (TCP); i.e., is it an export controlled project? YES NO

4(a) If YES, provide KFS account number(s) and room number(s) associated with project: _____

5. If NO to 4, will the non-U.S. citizen be working on a different project but located in a lab/room where an export controlled project is conducted? YES NO

5(a) If YES, provide KFS account number(s) and room number(s) associated with that export controlled project: _____

If YES to any of the questions 3 through 5, please complete the information below and forward form to UECP because an export authorization might be required. Such authorization must be in place before the non-U.S. citizen could work on the project.

Foreign Person's Citizenship:

Supervising PI:

Contact info for supervising PI (email and phone):

Please attach RPS PDF to this form.

Export Control Liaison/Designee: _____ Date: _____