IMPORTANT INFORMATION

Teaching Assistants/Associates (GTA) are graduate students who assist faculty with administering and delivery of courses. GTAs are supervised by the course instructor. 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 by

*****Friday, December 6, 2019*****

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 spring semester. This may result in late fees! Retroactive hire/pay is not supported.

STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student Name: __________________________</th>
<th>Date: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPL ID: _______________________________</td>
<td>PCN #: _______________________</td>
</tr>
<tr>
<td>Email Address: __________________________</td>
<td>International I-20 End Date: ____________</td>
</tr>
</tbody>
</table>

STUDENT REQUIREMENTS AND SIGNATURE

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

1. Students must have a minimum GPA of 3.0 and maintain a 3.0 GPA or more during employment.
2. 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.
3. Students must take the Graduate Funding Authorization form to faculty instructor. The instructor must complete and sign the Faculty Information, including the TA Expectations and Export Control Information sections.
4. Students are still responsible for mandatory fees associated with student Bursar’s Account.
5. Students must complete the TATO Mandatory Training!
   - Teaching Assistant/Associate Training Online (TATO):
     - TATO is a collection of self-paced modules about teaching and learning made available via D2L. All students who wish to be appointed as Teaching Assistants/Associates (TAs) must complete the module “TATO 2016” and pass the test with a score of 95% or higher. The Graduate College monitors scores. Two attempts at passing are given. One can complete TATO by signing into d2l.arizona.edu with a UA Net ID. After signing in, click on “Self Registration” in the bar under the D2L log, then select the course offering name “TATO 2016.”
   - 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.
6. 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
7. 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
8. Students must complete OSC Safety Training (NEW)
   - Navigate to: http://www.optics.arizona.edu/safetytraining
   - Complete all three online safety trainings: Fire, Laser, Chemical
c. Submit training certificates via the online form on the same page to verify training completion. Printed certificates not required and certificate does not expire.

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: __________________________________________________________________________________

<table>
<thead>
<tr>
<th>POSITION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Teaching Assistant ($21.723/hr)</td>
</tr>
<tr>
<td>_____ Spring 2020 Semester (January 6, 2020 – May 24, 2020)</td>
</tr>
<tr>
<td>_____ Cumulative GPA</td>
</tr>
<tr>
<td>_____ .25 FTE</td>
</tr>
</tbody>
</table>

| 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:

<table>
<thead>
<tr>
<th>Teaching of lectures (ex., during conferences, sick days, etc.)</th>
<th>□ Yes</th>
<th>□ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Exams</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Projects</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Conducting Laboratory Sections</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Number sections per week: ________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Hours</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Email contact with students</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Have set deadlines for grading</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Faculty Meetings</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
<tr>
<td>Other (please describe)</td>
<td>□ Yes</td>
<td>□ No</td>
</tr>
</tbody>
</table>

Approximate number of hours per week you expect this student to work for this course: ___________________________
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 Graduate Assistant/Associate (GA) who is appointed during the Fall and/or Spring academic semesters will receive tuition remission. Tuition remission is a reduction in the tuition amount that a student will be charged. The tuition remission is an amount which is dependent on FTE, enrollment, and dates of the appointment contract. The tuition remission benefit is only available for Fall and Spring semesters. Tuition rates for nonresident GAs will be automatically recalculated at the resident rate (GA Reduced Tuition).

For example:
- If a GA is appointed at a total FTE less than .50, they will receive tuition remission in the amount of 50%. This is a 50% reduction in the original tuition charges.
- If a GA is appointed at a total FTE of .50 or more they will receive tuition remission in the amount of 100%. This is a 100% reduction in the original tuition charges.

The tuition remission benefit applies only to base graduate tuition. It does not apply to mandatory fees, program fees, differential tuition, or any other fees charged by the University for specific programs. The student appointed as a GA is responsible for these charges and fees which must be paid on or before the first day of classes. Students needing to delay payment of any remaining tuition, mandatory fees, and or program fees can enroll in the GA Deferment Plan. GAs enrolling this plan must do so the business day before classes start to avoid late fees. For questions regarding graduate tuition rates, please visit the Bursar’s Office Tuition and Fees Calculator.

Health Insurance Premium Coverage
The University of Arizona will cover the single student Campus Health insurance premium charges for a GA during their appointment. The health insurance and health services are provided through the University of Arizona Campus Health and is not transferrable to outside insurance providers. To receive this benefit, a student must enroll in the student health insurance program during the open enrollment period. GAs who enroll in the plan cannot cancel their coverage after the open enrollment period ends, even if they resign or are terminated. GAs who resign or are terminated during the period of insurance coverage will be responsible for repayment of the remaining insurance premium. Also, a GA will be automatically re-enrolled in the student health insurance program each semester upon enrollment in classes. For more information on the student health insurance offered please visit The University of Arizona Campus Health website.

Bookstore Discount
GAs are 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 appointment 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.

The full Graduate Assistant/Associate Manual can be found at: https://grad.arizona.edu/funding/ga

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