

COLLEGE OF PUBLIC HEALTH
Student Appointment Request Form

U Student ID # _____ Semester _____ GEMS ID % _____ GEMS Record # _____ Dept. _____

Name: _____

Circle One: Masters or PH.D

Address: _____

Work Telephone: (____) _____ Home Telephone: (____) _____ E-mail: _____

TYPE OF APPOINTMENT REQUEST:

_____ New Appointment _____ Change in FTE _____ Change in Rate _____ Change in Funding
_____ Extend Current Appointment _____ Termination

DATES OF APPOINTMENT: Start Date: _____ End Date: _____

**Identify Job Code and Provide Job Duties on Page Three of this Document.
Incomplete/missing data -- forms can not be processed.**

Undergraduate Teaching (*Requires SACS Approval*) Course Number & Title: _____

_____ * **9183:** Teaching Associate (salaried) _____ * **9184:** Teaching Assistant (salaried)
Must be PhD level student w/ 30+ semester hrs *Must be PhD level student w/18-29 semester hrs*
*****if student enrolls in GA Health Insurance the premiums will be charged to account funding the appointment*****

Course Assistant (*Requires SACS Approval*) Course Number & Title: _____

_____ * **9550:** Graduate Instructional Assistant (salaried)
Must be Master's or PhD level student
*****if student enrolls in GA Health Insurance the premiums will be charged to account funding the appointment*****

Research Appointment:

_____ * **9181:** Research Associate (salaried) _____ * **9182:** Research Assistant (salaried) *Must be Master's level student.*
Must be PhD or Master's level student w/ 30+ graduate semester hrs

_____ * **9185:** Graduate Assistant (hourly)
*****if student enrolls in GA Health Insurance the premiums will be charged to account funding the appointment*****

_____ **9190:** Student Assistant (hourly) **(no tuition waiver)**

REQUIRED STUDENT INFORMATION:

Student's Academic Department: _____ If appointment is outside of home department is the Pre-Approval for the appointment attached? _____

Number of hours employed elsewhere as student? _____ Where? _____

Is the student an international student? _____ Yes _____ No Visa Classification: _____ Expiration: _____

REQUIRED ASSIGNED SPACE:

Room Number: _____ Phone Number: _____ Office Address off Campus: _____

BUILDING: COPH _____ Chiles Center Building _____ CMS/USF Health _____ IDR _____ NEC _____ CBD _____

REQUIRED TUITION INFORMATION:

Is the student receiving a tuition waiver? _____ Yes _____ No

_____ In-state _____ Out-of-state _____ In and Out-of -State
_____ Tuition Only _____ Tuition and Fees _____ Other \$/Source Amt.

Tuition Waiver Funding Source (account number): _____ Number of credit hours: _____

PAY INFORMATION:

Biweekly Rate \$ _____ Hrs/Wk _____

OR

Hourly Rate \$ _____ Hrs/Wk _____

For Completion by COPH HR/COPH Research:

Total OPS salary for appointment period: _____
and FTE: _____

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Supervisor's E-mail & GEMS ID%: _____ **Form Prepared By:** _____

FUNDING ACCOUNT (S):

Fund	Dept	Product	Initiative	Project	GEMS Acct. Code	OLD SAMAS	%

Requested By: _____
 Supervisor Name / PI (Print) Signature Date

Approved By _____
 Department Chair if Department Funds (Print) Signature Date

Approved By _____
 COPH Research (Print) Signature Date

Approved By _____
 COPH Budget/Finance (Print) Signature Date

EMPLOYEE'S ACADEMIC ADVISOR (required for all TA/GIA – 9183, 9184, and 9550 – appointments):
 As part of the SACS Credentialing process, COPH-HR must confirm that a student who is assisting with a Graduate-Level course has already taken the course and/or is not required to enroll in the course at a future point in his/her academic program. By signing below, you, as the student's academic advisor, are indicating that the student is not required to enroll in this course at a future date.

Advisor Approval: _____
 Advisor Name (Print) Signature Date

Graduate Student Appointment Job Qualifications & Descriptions

Appointments Requiring SACS Approval:

Graduate students teaching (9183 or 9184) or assisting (9550) in courses should be supervised by at least one faculty member experienced in the discipline, perform teaching activities in the discipline of the student's major, achieve a score of at least 50 on the Test of Spoken English (TSE) or SPEAK test if their native language is not English, receive regular in-service training, and receive planned and periodic written evaluations.

_____ **Graduate Teaching Associate (9183):** PhD level graduate students who have completed at least 30 graduate semester hours in the discipline taught may be assigned to teach undergraduate courses. Performs teaching duties under the supervision of an appropriate faculty member or university administrator.

List Specific Duties:

_____ **Graduate Teaching Assistant (9184):** PhD level graduate students who have completed at least 18 to 30 graduate semester hours in the discipline taught may be assigned to teach undergraduate courses. Performs teaching duties under the supervision of an appropriate faculty member or university administrator.

List Specific Duties:

_____ **Graduate Instructional Assistant (9550):** Graduate students who have completed less than 18 hours in the discipline and, if their major is in the teaching discipline, may provide support to a qualified undergraduate course instructor. Graduate students who have completed less than 18 hours in the discipline may not be assigned to teach a graduate course; if their major is in the teaching discipline, may provide support to a qualified graduate course instructor.

List Specific Duties:

 - For Completion by Faculty Affairs - SACS Approval is granted on a semester by semester, course by course basis.

New TA appointment? Yes ___ No ___ GPA: _____ PHC 7980 hrs Completed: _____ Current CV submitted/on file: _____

Does Student Meet SACS requirements? Yes ___ No ___ Did Student Teach Prior Semester? Yes ___ No ___ If so, What Course? _____
 Did Student Assist Prior Semester? Yes ___ No ___ If so, What Course? _____

Course Number/s & Title/s Approved: _____

Approved by Marilyn Batchellor: _____

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Appointments Not Requiring SACS Approval:

_____ **Graduate Research Associate (9181):** Performs research duties under the supervision of an appropriate faculty member or university administrator. Responsible for assisting graduate faculty members with research *related to the student's academic program*. **PhD or Master's level.** *Must have completed a minimum of 30 graduate credit hours.*

List Specific Duties:

_____ **Graduate Research Assistant (9182):** Performs research duties under the supervision of an appropriate faculty member or university administrator. Responsible for assisting graduate faculty members with research *related to the student's academic program*. **Master's level.**

List Specific Duties:

_____ **Graduate Assistant (9185):** Students who do not qualify for an RGA (9181, 9182), TA (9183, 9184), or ITA (9550) position and are not assisting with any teaching or research function. The duties performed must directly contribute to the graduate student's program of study.

List Specific Duties:

_____ **Student Hourly Assistant (9190):** Hourly Student OPS who are not eligible to receive a tuition waiver. *(If assisting with teaching/coursework functions, must be SACS credentialed)*

List Specific Duties: