

Petition for Approval of GA/TA Dual Employment

Office of Human Resources
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Full-time graduate assistants /teaching assistants (GAs/TAs) are expected to invest approximately 20 hours (0.50 FTE) per work week (for both semester and academic year appointments) on GA/TA employment. It is recommended that the remainder of their time be focused on making progress toward degree completion. Thus, any additional work assignment by any asn. tt rsepta(s)-27(0) 63ep(0)3, Consideration is. 07/20

completion, and affect other students within the program, as well as to the total number of hours per work week.

To Be Completed by Student

Name: _____ International Student? _____

B#:

Academic Program/Major:

Current GA/TA Employment Details

Supervisor Name:

Department:

Is the appointment for _____ Academic Year? _____ Fall Semester? _____ Spring Semester? _____ Academic Year:
the:

Is this currently the only on-campus _____ Yes _____ No _____ Hours Required per Week:
appointment?

Additional Employment Request Details

Supervisor Name:

Department:

Expected Dates of Employment: _____ to _____ Hours Required per Week:

Please briefly describe duties of additional employment:

Detail exceptional circumstances for additional employment request:

How will this position impact your degree progress?

Total hours per week expected across all positions:

For auditing purposes, a work schedule on the next page must be completed and submitted with this application.

To Be Completed by Department

Any additional work assigned to graduate

Graduate Director Approval

Dean/VP Approval

Petition for Approval of GA/TA Dual Employment –
Work Schedule

Work Schedule REQUIRED



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