

## GA & TA CONTRACTS CHECKLIST FOR DEPARTMENTS

Before submitting contracts to Graduate Studies, check for the latest version of the Notice of Appointment form on the Faculty of Graduate Studies website and ensure the following:

### GA CONTRACTS:

- student is registered full-time **for the term hired, prior to uploading contract into the workflow** -- check the box labelled 'registered' on the contract
- student is in good standing (i.e. not on academic probation)
- student is eligible for funding, i.e.
  - ✓ PhD: within first 12 terms of PhD program AND has received no more than 7 prior GA terms;
  - ✓ Master's: within first 6 terms in Master's program AND has received no more than 3 prior GA terms.Otherwise, if ineligible for funding Faculty Dean's permission is required – check off on contract 'grace term' and append completed & signed form entitled "*Grace term GA recommendation*".
- start date on contract:
  - ✓ reflects actual expected tentative start date of work, not the term start date; AND
  - ✓ contracts must be submitted prior to a student's tentatively scheduled start date of work, as per the posted processing dates, to allow for processing of contract and student documentation submission
- end date on contract:
  - ✓ full-term contracts: must be last day of the term, e.g. Dec. 31<sup>st</sup> / Apr. 30<sup>th</sup>/ Aug. 31<sup>st</sup>
  - ✓ short-term contracts: must be actual expected last day of work.
- student has been instructed to submit all required paperwork to Human Resources as soon as possible to receive a student employee number prior to commencing work

### TA CONTRACTS:

- student is registered **for the term hired:**
  - ✓ domestic student: can be **PART-TIME or FULL-TIME**
  - ✓ international student: **must be FULL-TIME** and eligible to work in Canada.
  - ✓ Summer term only: no registration required **only for students in programs that do not run in the Summer.**
  - ✓ Check the box on the contract if student is registered
- student is in good standing (i.e. not on academic probation)
- start date on contract: must reflect actual tentative start date of work (cannot be retroactive)
  - ✓ contracts must be submitted prior to a student's tentatively scheduled start date of work, as per the posted processing dates, to allow for processing of contract and student documentation submission
- end date on contract: must be the last day of the term, e.g. December 31<sup>st</sup> / April 30<sup>th</sup>/ August 31<sup>st</sup>, if not a full-term contract, insert actual last day of work
- if TA III contract, append completed and signed form entitled "*TA III memo*"
- If student is from another department - check with home department if already employed as TA
- student has been instructed to submit all required paperwork to Human Resources as soon as possible to receive a student employee number prior to commencing work