

GA & TA Contracts Checklist for Departments

Before submitting contracts to Graduate Studies ensure the following:

GA contracts:

- student is registered full-time **for the term hired**
- 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 must receive Faculty Dean's permission – check off on contract 'grace term' and append completed & signed form entitled "*Grace term GA recommendation*".

- start date on contract:
 - ✓ reflects actual expected start date of work; AND
 - ✓ is **not** retroactive
- end date on full-term contracts:
 - ✓ For full-term contracts: must be the last day of the last month of the term, i.e. December 31st for Fall; April 30th – for Winter; August 31st – for Summer.

TA contracts:

- student is registered **for the term hired:**
 - ✓ Summer term only: no registration required **only for students in programs that do not run in the Summer**. Contact HR for eligibility rules for international students.
- student is in good standing (i.e. not on academic probation)
- start date on contract: must reflect actual start date of work (cannot be retroactive)
 - ✓ end date on full-term contracts: must be the last day of the last month of the term, i.e. December 31st for Fall; April 30th – for Winter; August 31st – for Summer.
 - ✓ If not full-term contract, insert expected 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