

## SAMPLE SUGGESTED TIMELINE FOR DEPARTMENTS – GA/TA CONTRACTS

Department Heads are to ensure the department has set its own internal deadlines for completion of each interim step leading to the contract submission, so that faculty members/course instructors can start assigning work to GAs and TAs at the start of the semester

For example, if course instructors expect GAs/TAs to begin working when classes start, the **AAU Head should initiate the process approximately 9-10 weeks prior to the term start** as suggested in the following sample schedule:

STEPS:	1. Determine # of GA/TA positions the Department is anticipating to require for the Fall term	2. Post notice of projected GA/TA positions	3. Review applications & assign each GA/TA to course/position	4. Fill in contracts and get contract signed	5. Submit contract to Graduate Studies (GA/TA contract e-workflow)	Targeted GA/TA Contract start date:
Breakdown of Tasks in each Step:	AAU Head: -course instructors to submit request for GAs/TAs support to AAU Head; -AAU Head or delegate (or AAU committee) to review instructor requests for the term and determine which course/instructor will be assigned GAs/TAs; -obtain Faculty Dean's approval and confirm funding for the projected # of positions	-send draft posting and email to Graduate studies for review before posting; -finalize & post on department website; -allow approximately 1 week for posting.	-match applicants to positions (noting department GA obligations, eligibility criteria, etc.) -notify successful GA/TA applicants -confirm with GA/TA that position is accepted -email contract to GA/TA to sign and provide any additional relevant information -verify students registered and eligible (GA/TA contract checklist)		Refer to the <a href="#">posted GA/TA contract submission schedule</a>	Notify course instructor when Human Resources authorization to work email is received
Deadline:	Approximately 9-10 weeks prior to the contract start date/term start:  If course instructors expect GAs/TAs to begin working when classes start, the <b>AAU Head should initiate the process approximately 9-10 weeks prior to the term start date.</b>	Approximately 8-9 weeks prior to the term start; Application deadline no later than 6 weeks prior to start of position.	Approximately 4-5 weeks prior to contract start date		No later than 3 working weeks prior to the contract start date for Fall/Winter or 2 weeks prior to Summer - see <a href="#">contract submission schedule</a> .	Prior to the contract start date  Contract start date listed on the contract