

Appendix C: Procedures For Awarding TA's

Students eligible for TA's

Classified graduate students who have been accepted into the MS or PhD program in the Department of Biological Sciences are eligible for regular (i.e., 2-yr MS, 3-yr PhD) TA awards.

Students who are not eligible for TA's

Conditional students, unclassified students, Hazardous Waste Management students, and Interdisciplinary Studies students are not eligible for regular TA awards. These students may be hired as TA's on a semester-by-semester basis, or hired as hourly TA's as needed.

Duration of TA awards

MS-level TA's are awarded annually for up to 4 semesters. PhD-level TA's are awarded annually for up to 6 semesters. These periods apply to students who are awarded regular TA positions by the MS/PhD Committee during the spring when TA awards are made. They do not apply to students who are awarded a 1-semester position as a TA. Continuation of all TA awards is subject to good performance; TA's who do not perform well as TA's, or who do not maintain a GPA of 3.00 or above, or who are not making satisfactory progress in their degree program may have their TA awards revoked. Both MS and PhD TA's can be extended for students who are making good progress in their degree program, but these extensions are not automatic.

Timing of TA awards

1. January: notify all faculty and graduate students that students who wish to be considered for a regular TA should notify the chair of the Graduate Programs Committee before the start of spring break.
2. Week after spring break: generate a list of all students who are eligible and who have applied for TA's. This list should include a) students who have TA's and who are requesting an extension beyond the normal award period, b) currently enrolled students who do not have a TA, and c) newly accepted students.
3. ASAP after 2: The Graduate Programs Committee should rank students on this list (separate ranks for MS and PhD candidates) and award any available TA positions on the basis of those rankings. One PhD TA and three MS TA's are currently identified as 'Microbiology' TA's – microbiology students should be ranked separately by the microbiology group. Note: there have been occasions when 'Microbiology' TA slots have been filled by non-micro students and vice versa. These substitutions are made at the discretion of the Graduate Programs Committee, with input from the microbiology group.
4. TA award letters should be mailed return receipt requested, and should indicate that students have two weeks to accept a TA.
5. TA awards that are not accepted within that time frame will be considered open and offered to the next candidate on the ranking generated by the Graduate Committee.
6. As deemed appropriate by the Graduate Programs Committee Chair, the Committee will establish new rankings that include any additional students who have joined the pool of applicants for TA positions.