



# Graduate Teaching Assistant Hiring Process

Late Fall Semester

Graduate School allocates GTA positions to each School/College for following Academic Year

Early Spring Semester

College Deans/Graduate Program Directors work internally with their departments to assign prospective graduate students to each GTA line

Mid Spring Semester

Directors/Departments notify department/college staff of prospective student GTAs - that staff member sends job stipend and tuition letters as a part of the department-level acceptance correspondence  
AWARD LETTER TEMPLATES

Spring-Summer Semester

Department/college staff enters confirmed GTAs into tracking sheet - your University Business Officer will connect you to the proper channel for access

Spring-Summer Semester

Designated staff completes EPAF for each student  
GRASSN EPAF guide  
Use AGSC04 for stipend funding  
Use AGSC02 for tuition funding\*

August 1st

All EPAFs should be complete.  
If any GTA lines remain open, Program Directors/Deans should communicate this to the Graduate School Dean

\*In comments section of EPAF, please be sure to add "tuition will be covered by AGSC02 (or index tuition is being paid from) and specify semesters (i.e. Fall; Spring; &/or Summer)". This must be listed in Comments or it will be approved without tuition paid.

## Graduate Teaching Assistant

### Hiring Process

#### FAQ

**Q:** When does the Graduate School allocate GTA lines to each College?

**A:** This timeline varies, but is usually in late Fall Semester.

**Q:** How does the Graduate School determine the GTA award amount?

**A:** The assistantship award amount is dependent on the amount of funding provided to ISU by the Idaho State Legislature *and* metrics associated with the ISU GTA charter.

**Q:** What if I want more GTAs?

**A:** There is a form for that! Additional GTA lines are allocated based on ISU GTA charter metrics.

Questions about Graduate **Research** Assistant hiring?  
Contact Human Resources x2517 [hr@isu.edu](mailto:hr@isu.edu)