7.3.2 Assistantships: Implementation

Jump To:

1. Assistantships

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Before processing any financial support for a graduate student, aid-year</td>
<td>Department</td>
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<tr>
<td>activates the student in GFS.</td>
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<tr>
<td>2. Notifies the department of any external funding to which the student is</td>
<td>Student</td>
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<tr>
<td>entitled.</td>
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<tr>
<td>3. In the case of an international student to be appointed to any level of</td>
<td>Student</td>
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<tr>
<td>teaching assistantship, arrange for the required English language screening</td>
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<td>by the English for Foreign Students (EFS) staff at least one full quarter in</td>
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<td>advance of the anticipated teaching appointment.</td>
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<tr>
<td>4. Complete the necessary screening and record the outcome in PeopleSoft.</td>
<td>EFS Office</td>
</tr>
<tr>
<td>5. For new externally-sponsored research awards, processes the notice of</td>
<td>Office of Sponsored Research</td>
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<tr>
<td>award and establishes the appropriate PTAs.</td>
<td></td>
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<tr>
<td>6. Creates PeopleSoft item types for the appropriate salary and tuition</td>
<td>Department</td>
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<tr>
<td>categories.</td>
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<tr>
<td>7. Determines the appropriate levels of appointment and salary enter these</td>
<td>Department</td>
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<tr>
<td>as paylines in GFS. Finalizes the associated TAL payment.</td>
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<tr>
<td>8. Approves in Workflow in a timely manner.</td>
<td>Home Department and Financial Approvers</td>
</tr>
<tr>
<td>9. Enrolls in appropriate units in order to receive financial support, and</td>
<td>Student</td>
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<tr>
<td>performs the work associated with the assistantship.</td>
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<tr>
<td>10. Monitors overall levels of funding and academic progress of the student.</td>
<td>Department</td>
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</tbody>
</table>