

Full-time graduate assistants/teaching assistants (GAs/TAs) are expected to invest approximately 20 hours (0.50 FTE) per work week (for both semester and academic year appointments) on GA/TA employment. It is recommended that the remainder of their time be focused on making progress toward degree completion. Thus, any additional work assignment by any full-time GA/TA is generally prohibited and would require exceptional circumstances and explicit approval from Human Resources and the Graduate School prior to the commencement of any duties. In approving such exceptions, consideration is given to the degree to which such an appointment might benefit career goals, impact degree completion, and affect other students within the program, as well as to the total number of hours per work week.

To Be Completed by Student

Name: _____ B#: _____ International Student? _____

Academic Program/Major: _____

Current GA/TA Employment Details

Department: _____ Supervisor Name: _____

Is the appointment for the: _____ Academic Year? _____ Fall Semester? _____ Spring Semester? _____ Academic Year: _____

Is this currently the only on-campus appointment? _____ Yes _____ No _____ Hours Required per Week: _____

Additional Employment Request Details

Department: _____ Supervisor Name: _____

Expected Dates of Employment: _____ to _____ Hours Required per Week: _____

Please briefly describe duties of additional employment:

Detail exceptional circumstances for additional employment request:

How will this position impact your degree progress?

Total hours per week expected across all positions:

For auditing purposes, a work schedule on the next page *must be* completed and submitted with this application.

To Be Completed by Department

Any additional work assignment requires explicit approval from all parties listed below prior to the commencement of any duties.

Graduate Director Approval

Additional employment can interfere with satisfactory progress towards degree completion and thus requires the approval of the graduate director of the academic program/major.

How will this position impact the student's degree progress?

Graduate Director: _____ Date: _____

Graduate School Approval

Assistant Dean, Vice Provost and Dean, or Signatory: _____ Date: _____

Please submit to the Human Resources Office, Couper Administration Building, Room 244.

Human Resources Approval

Human Resources: _____ Date: _____

THE GRADUATE SCHOOL

Petition for Approval of GA/TA Dual Employment - Work Schedule

BINGHAMTON
UNIVERSITY
STATE UNIVERSITY OF NEW YORK

The Graduate School
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Binghamton, NY 13902-6000
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gradsch@binghamton.edu
www.binghamton.edu/grad-school

Work Schedule - REQUIRED

For additional employment to be considered, a proposed work schedule must be completed and submitted with the Petition for Approval of GA/TA Dual Employment Form.

Name: _____ B#: _____

DAY	Current Employment			Additional Employment		
	IN	OUT	TOTAL	IN	OUT	TOTAL
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						

Total Hours per Week: _____

Total Hours per Week: _____

Additional Comments: