GUIDELINES FOR APPOINTMENTS, RE-APPOINTMENTS AND ASSIGNMENTS FOR TA AND GA APPOINTMENTS.

1. The Department of Communication appoints TAs primarily. TAs are either assigned a course to teach, or are assigned to assist a faculty member with instructional duties pertaining to a specific course. RAships are connected to grant activity and research projects pursued by faculty. Faculty select and hire Research Assistants based on research requirements and availability of funding. The department does not make these decisions.
2. As stated in the admission letter for all applicants, PhD students are offered funding for three years and MA students are offered funding for 2 years. PhD students are typically offered 50% appointments. MA students are typically offered 25% appointments. Salaries are set by the terms agreed to by the GEO and University Administration.
3. TAs are provided with standard syllabi, grading rubrics, lecture notes, course books, and all relevant teaching materials. Course assignments and responsibilities are communicated in the appointment letter TAs receive.
4. When assigning GA appointments, the department will communicate, in writing, expectations and/or flexibility regarding scheduling and work site(s) (e.g., on campus/onsite vs. off campus/remote), including considerations for accessibility, if any.
5. If tentatively slotting prospective TAs and GAs to a summer assignment, departments will clearly communicate and explain, in writing, the tentative nature of that assignment, reminding graduate employees that an appointment is only guaranteed after an appointment letter is received and signed and the course meets the enrollment standards set by the Summer Office.

Continuing Graduate students wishing to be considered for TAships should complete an Application for Graduate Assistantship, available on the department web site. Requests for applications are issued in the Spring term of the Academic Year, at the latest. Subsequent requests are issued for requesting consideration for summer funding, using the same form. Assistantships are awarded competitively, based on the following criteria, also listed on the form:

1. Academic standing. Preference goes to students with full standing and superior performance in a graduate program of the Department of Communication.
2. Degree progress. Preference goes to students on track to finish the degree.
3. Work performance. Preference goes to students who excel in assigned teaching or research and build positive relationships in their assistantship duties.
4. Scholarly citizenship. Preference goes to students who contribute regularly to department intellectual activities and other students' well-being.