Old Dominion University
Office of Graduate Studies

Graduate Administration Workshop
October 21, 2009

"Graduate Financial Support"

Ms. Yvette Brown-Moore
Financial Support Specialist
TYPES OF FINANCIAL SUPPORT FOR GRADUATE STUDENTS

1. Assistantships
Graduate Assistantships (Research or Teaching) are service type awards. Students are required to work up to 20 hours a week for a full assistantship. These funds may be provided through the allocation of funds from Academic Affairs, through graduate financial aid money received from SCHEV and allocated to the colleges, or from various university budgets. Students who hold additional awards which require full-time enrollments must adhere to that requirement even though the assistantship provides for a lesser credit-hour load.

Graduate Teaching Instructor (GTA) Sub-account 4022-4122 Employee Class TA

This sub-object code is used to hire graduate students, without faculty appointment, who participate directly in teaching activities, such as the teaching of a course, or who hold responsibility for a laboratory section, or is assigned to specific instructional support or related activities. All GTA-Instructors are required to pass the GTA Institute in order to receive a GTA stipend. International students must pass the SPEAK Test and the GTA Institute.

Graduate Teaching Assistant (GTA) Sub-account 4022-4122 Employee Class TA

This sub-object code is used to hire graduate students, without faculty appointment, who do not directly instruct students in the knowledge or skills imparted by the laboratory experience. Instead, TA-Assistants serve as graders; help the instructor research articles and materials to be used by the instructor in preparing lectures of handouts, or as laboratory assistants who prepare equipment solutions, etc. GTA-Assistants are not required to pass the GTA Institute but must be approved and supervised by the appropriate faculty instructor.

Graduate Research Assistant (GRA) Sub-account 4023-4123 Employee Class RA

This sub-object code is used to hire graduate students, without faculty appointment, for participating in research or support activities conducted by faculty members or administrators.

Graduate Administrative Assistant (GAA) Sub-account 4023-4123 Employee Class RA

This sub-object code is used to hire graduate students, without faculty appointment, for participating directly in the support of the activities of a University administrative unit (e.g., Student Services or Athletics). Refer to the Policy for Awarding of Graduate Assistantships in Non-Academic Departments.
2. **Fellowships**
   Fellowships are a non-service type award. Students will receive fellowship money at the beginning of each semester of the award. Students receiving these funds may use them for books, tuition, food, rent, bills, etc. If the student has any outstanding debts owed to the university these debts will be paid first. The student will receive a check for the remaining amount. These funds are mainly provided by the financial assistance money received from SCHEV (S5) and through the budget process and allocated to the colleges or the Office of Graduate Studies.

3. **Tuition Grants**
   Tuition grants are a non-service type award. When awarded, these funds may only be used to pay tuition. The money goes directly to the student’s tuition account. If students have already paid their tuition, they will be reimbursed the amount of the tuition awarded. If the amount awarded is more than the tuition the student does not receive the difference. These funds are provided by the financial aid money received from SCHEV (S5) and through the budget process and allocated to the colleges or the Office of Graduate Studies.

4. **Tuition Exemptions/Tuition Waivers/Unfunded Scholarship**
   Graduate students who are receiving assistantships may receive a tuition exemption. Graduate assistants must be earning at least $2,500 during the fall and spring semesters and $1,334 during the summer semester. The terms tuition exemptions, tuition waivers and unfunded scholarships are all the same just a different terminology used through the years. Tuition exemptions may pay the tuition and fees or just the percentage indicated on the E1s Form. The amount of these awards are determined during the yearly budget process by the Budget Office and allocated to each college, the Office of Graduate Studies, and to some non-academic units.

5. **Scholarships/Fellowships**
   Scholarships/Fellowships are non-service type awards. These awards are funded through endowments to the university from private sources. The requirements for these awards are determined by the donors. (Alumni Association Outstanding Scholar Fellowships, Theodore F. And Constance C. Constant Fellowships, Meredith Construction Company Scholarship, etc.) These awards are listed in the University Catalog.

6. **ODURF GRANTS**
   Those students being funded through ODURF grants must adhere to the university requirements to hold graduate research assistantships. If the grants are also going to pay tuition this needs to be indicated on the ODURF 108 Form.
## Qualification for Awards Based on Types of Sources of Funding & Codes

<table>
<thead>
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<th>TA/RA/GA</th>
<th>SCHEV (S5) &amp; Ledger 1</th>
<th>All Other</th>
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<td>Sub Object Code: 4022, 4023</td>
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<td>9 Credit Hours</td>
<td>6 Credit Hours</td>
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<td><strong>E-1S</strong></td>
<td><strong>E-1S</strong></td>
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<tr>
<td></td>
<td>6/9 Credit Hours</td>
<td>6/9 Credit Hours</td>
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</tbody>
</table>

*** Registered 6/9 Hours of graduate course work (fall and spring) 3 hours (summer)
*** Required to work up to 20 hours a week
*** Must maintain a minimum 3.0 GPA
**E1-S Processing Use Only – do not write below this line**

### V. CHANGE DATA: (see Page 2 for guidelines) EFFECTIVE DATE:

- Authorized Amount:  
  - Present Amount: (+) (-)  
  - Increase/Decrease:  
  - Amr Req  
  - End Date: Present End Date  
  - Requested End Date  

### VI. TERMINATION DATA:

- Present Amount:  
  - Amount Expended:  
  - Available Balance:  
- Termination Code:  
  - Termination Date:  

** (see codes on Page 2)  

### VII. BUDGET AUTHORIZATION

(My signature certifies that sufficient funds are available to cover all charges to be incurred by employing this student; that this student has completed an I-9 form, Child Support/Alcohol Drug Form, The Use of Internet and Electronic Communication Systems Certificate of Receipt, and Selective Service Compliance form, as required by Federal and State Law, the Dual Employment Reporting Form, the Direct Deposit of Pay authorization form, that federal and state tax forms are provided to each new employee, and that the student is enrolled for the required number of credit hours at Old Dominion University.)

- Name:  
  - Dept/Budget Unit Head (Print):  
  - Grad Program Director (Print):  
    - (Signature)  
    - Date  
  - (Signature)  
  - Date  

- Name:  
  - Dean/Director (Print):  
  - Academic Affairs (Print):  
    - (Signature)  
    - Date  
  - (Signature)  
  - Date
FOR INFORMATION PURPOSES ONLY – DO NOT RETURN WITH PAGE 1 OF E-1SG – KEEP FOR YOUR RECORDS

The E-1SG is organized into seven (7) sections. The purpose for completing each section is outlined below. Failure to correctly complete any section of the form or to include any required documentation will result in the E-1SG being returned to your department. Unless you receive the corrected paperwork, you will not be authorized to work, and no payroll record will be created.

Top right-hand portion of the form:
- Provides the Department Contact Person and the Department telephone number. If questions arise about the form, or the information contained on the form, contact information is extremely important.

I Department/Position Information: This section must be correctly completed in its entirety for each transaction.

II Student Data: The ID information portion is completed for each transaction. Also complete when a student employee has a change of address or telephone number that should be noted.

III Financial Support Data: This section is completed at the time of the original appointment only. Original appointment can be either the first time a student is hired OR the beginning of each fiscal year.

IV Tuition Support Data: Request when hiring graduate students. This section is completed when hiring Graduate Teaching or Graduate Research Assistants only. Be sure to fully complete this section. Failure to indicate whether this student has a Graduate Tuition Exemption will result in the form being sent, unprocessed.

V Change Date: This is the pay and the sub-account for student employee cannot be changed during a pay period. The effective date must be the first day of a pay period. This only applies to changes within one budget code. This section is completed in the following instances:

| 1 | Change in authorized amount |
| 2 | Change in end date |

VI Termination Date: This section is completed when the employee terminates employment with the department, or is terminated by the employer. Completing this section can release unused funds back into your budget for your use.

Graduate Teaching Load Hours (TCHLD equivalents for graduate assistants)

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<td>2 semesters, 20 hour-week</td>
<td>6</td>
</tr>
<tr>
<td>2 GA TCHLD</td>
<td>2 semesters, 20 hour-week</td>
<td>3</td>
</tr>
<tr>
<td>3 GA TCHLD</td>
<td>1 semester, 20 hour-week</td>
<td>2</td>
</tr>
<tr>
<td>4 GA TCHLD</td>
<td>1 semester, 15 hour-week</td>
<td>1.5</td>
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</tbody>
</table>

Less than 3/4TA = 1 month, 20 hour-week = 0.6 |

To be eligible for a tuition exemption, graduate assistant must earn at least $536 during the summer semester and $2500 during fall/spring semesters in which the exemption is applied.

VII Budget Authorization: This section is completed for all transactions. By signing the document, the budget unit director certifies that the following requirements are met:

- Funds available/satisfied
- I-9 completed
- Grad Support/Non-Grad form completed
- The Use of Internet and Electronic Communications Systems Certificate of Receipt
- Student Service Compliance Form completed
- Student is registered for required number of credit hours at Old Dominion University
- Direct Deposit Form
- Dual Employment Reporting Form
- W-4 Form
- VA-A Form

QUICK REFERENCE E-1SG

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<tr>
<th>Transaction Type</th>
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<td>Rate Increase</td>
<td>Sections I, II, III, IV, VII</td>
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<td>Change Authorized Amount</td>
<td>Sections I, II, V, VII</td>
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<td>Change End Date</td>
<td>Sections I, II, V, VII</td>
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<tr>
<td>Termination</td>
<td>I, II, VI, VII</td>
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</tbody>
</table>

**Graduate Tuition Exemption Policy**

Graduate students who are employed as graduate assistants and receiving financial support through graduate assistantships at Old Dominion University may receive partial to full tuition assistance. In order to be eligible to receive full tuition assistance, graduate students must be enrolled in and complete the appropriate number of graduate credit hours. There are two categories of enrollment requirements:

1. **Assistantships supported by University/Communal funds** are required to be enrolled each semester of their appointment and must register for and complete a minimum of nine hours of graduate course work per semester in the fall and spring and three hours of graduate course work in the summer.

2. **Assistantships supported by other funding sources** are required to be enrolled each semester of their appointment and must register for and complete a minimum of six hours of graduate course work per semester in the fall and spring and three hours of graduate course work in the summer.

To continue receiving tuition assistance, graduate students must be supported for at least one-half of the semester and receive at least $3,200 in support per regular semester or $2,500 during the summer. A doctoral student who has successfully passed the Candidacy Examination and needs only to complete the dissertation registration must be registered for at least one hour of orientation (899) to be eligible for full tuition assistance.

TA Grad Teach Asst - Instructor/Assistant

TA 40924122 Grad Teach Asst Instructors are graduate students who directly communicate and interact with students in ways that lead to the conveyance of knowledge or skills required to successfully complete the course. Included in this category are graduate students who serve as course instructors, laboratory supervisors, recitation leaders, and tutors.

TA 40924122 Grad Teaching Asst Assistants do not have these required types of communication and interactions with students. These TA-Assistants serve as graders, help the instructor research articles and materials to be used by the instructor in preparing lectures or handouts, or laboratory assistants who prepare equipment, solutions, experiments, etc., but do not directly instruct students in the knowledge or skills imparted by the laboratory experience.

GRA 40924122 Grad Research Assistants participate directly in research or support activities conducted by faculty members or administrators.

GRA 40924122 Grad Administrative Assistants participate directly in the support of the activities of a university administrative unit.

All TA-instructors will be required to pass the GTA Institute in order to receive a GTA stipend. TA-Assistants are not required to pass the GTA Institute but must be approved and supervised by the appropriate faculty instructor.

All GTA positions must have position descriptions and a position approval form attached to the E-1SG Form.

A Fulltime (20 hours per week) graduate assistants are not permitted to accept additional on-campus employment during the period of their assistance. In particular, graduate assistants (graduate teaching assistants, graduate research assistants, and graduate administrative assistants) may not be paid for part-time teaching or other campus employment for the University in addition to their normal responsibilities.

B Exceptions to this policy may only be made under unusual circumstances and only with the approval of the Dean of the appropriate college or equivalent administrator upon the written recommendation of the graduate program director and the department/college chair. Any outside employment (i.e., self-employment) should be undertaken with caution and in consultation with the QPA. It should be noted in no way adversely affect academic performance or attendance or responsibilities.

Information on employment guidelines that are specific to international students may be obtained in the Office of International Student Services.

When requesting a graduate assistant, select a code from this list and enter it in Section VI of the E-1SG:

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<tr>
<th>Code</th>
<th>Description</th>
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<tr>
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<td>RG</td>
<td>Research, non-salaried</td>
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<td>RH</td>
<td>Research, ill health</td>
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<tr>
<td>SC</td>
<td>Scholarly, special</td>
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<td>KC</td>
<td>Scholarly, non-salaried</td>
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<td>RO</td>
<td>Research, other</td>
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<tr>
<td>AP</td>
<td>Assignments/other</td>
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<tr>
<td>CA</td>
<td>Assignment, leave of absence</td>
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<td>DO</td>
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<td>UN</td>
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</table>

*Replace the code with the appropriate code for your purposes.*
MEMORANDUM

TO: EIS /108 Contact Name ____________________________

Department ____________________________

FROM: Yvette Brown-Moore

Office of Graduate Studies

SUBJ: Documents for Student: ________________ UIN# ________________

EIS

○ EIS Incomplete EIS section(s)____
○ Stipend amount does not meet minimum amount ($3,200.00)
○ Student not enrolled for required hours for current term

Award Letter

○ Copy of Award not included
○ Award letter not signed by department and/or student
○ Specific performance dates
○ Number of hours per week not listed
○ Type of assistantship
○ Statement of qualifications to receive and maintain award
○ Tuition-amount, tuition rate, etc
○ Wage/hr work does not meet new minimum

Hiring Documents

○ No Drug and Alcohol Notification Form
○ No Child Support Disclosure Form
○ No I-9 form on file, or the I-9 has expired
○ No copy of social security card and other acceptable documentation needed
○ No Selective Service Compliance Form on file
○ “Use of Internet and Electronic Communication Systems” form

________________________________________

________________________________________

Please correct all referenced items and resubmit to me in the Office of Graduate Studies 210
Koch Hall. Until I receive the completed hiring documents payroll record cannot be created for this
student. If you have questions about this process, please contact Yvette Brown-Moore at 3-6411.

Signature ____________________________ Date ____________________________
June 26, 2008

Jane Doe-Williams
UIN# 00999330
789 Any Road
Someplace, Virginia 12345

Dear Jane Doe-Williams,

The graduate program in ****** is pleased to award you a Teaching/Research/Graduate Assistantship for the 2008-2009 academic school year. This assistantship provides a stipend of $15,000.00 to be paid as follow $7,500.00 fall semester and $7,500 for the spring semester covering the period of August 25, 2008 to May 9, 2009. Your assistantship requires that you spend an average 20 hours per week conducting teaching/research/administrative services.

This award also includes a ___% tuition waiver/grant that will pay for up to ___ credit hours at the in-state rate which is equivalent to $XXXX. You are personally liable for repayment of all tuition costs exceeding this award amount.

In order for you to receive this assistantship and tuition support you must be enrolled in a degree program and complete at least nine (9) graduate credit hours during the fall and spring semesters covered by this award. You must also maintain a 3.0 (or higher) grade point average. Please note the assistantship (including the tuition support) will be immediately terminated if you do not maintain the 3.00 grade point average. Students who resign their assistantships or whose assistantships are terminated will be responsible for all tuition which has been paid on their behalf in the semester in which the resignation or termination occurs.

Any tuition support received as a result of the appointment may adjust your eligibility of other financial aid processed by the Office of Finance.

Old Dominion University adheres to the Council of Graduate Schools’ Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants (copy enclosed). If you accept this offer, please sign and date the original copy of this letter and return to me by no later than XXXX, 2008. The second copy is for your records. We look forward to your contributions to the department/school of ****** and to the University. If you have any questions, please do not hesitate to contact your graduate advisor or me.

Sincerely,

Thomas Jones, Ph.D.
Graduate Program Director
Ph.D. program in ******

I understand and agree to the terms and requirements of this financial support award.

Student’s Signature         Date         Student’s UIN
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<th>Department 2</th>
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*Note - leave & time must be submitted to approver by 11:59 p.m. on last day of pay period.

** Hours for a portion of these pay periods will need to be estimated and submitted early.
PART I: PERSONAL (To be completed by employee) New employees must come to the Foundation in person to complete new hire paperwork BEFORE employment begins

A: PERSONAL DATA

Name: ____________________________  UIN#: __________  DOB __ / __

Mailing Address for Checks/Stub:

Last     First     M.I.

Permanent Address:

Last     First     M.I.

Phone No.: Dept. ____________________________  Home: ____________________________

Emergency Contact:

Last     First     Relationship     Phone

B. AA/EEO REQUIRED DATA (For statistical use only; check one in each section)

GENDER: □ Male  □ Female

MARITAL STATUS: □ Single  □ Married

VETERAN STATUS: □ No  □ Special Disabled  □ Newly Separated (last 12 months)

□ Yes  □ Vietnam Era  □ Other Eligible Veterans

ETHNIC GROUP: □ Black (Not of Hispanic origin)  □ White (Not of Hispanic origin)

□ American Indian/Alaskan Native  □ Hispanic

□ Asian/Pacific Islander

C. I understand the executive director or human resources director of the Research Foundation are the only people with legal authority to establish my pay, appoint, re-appoint, terminate or in any other way affect my employment status. I agree to accept any oral or written promises by any other persons are not binding upon the Research Foundation. I understand this form is not an employment contract. Employment may be terminated at will, with or without cause, either by the Research Foundation or myself.

Acknowledged by: ____________________________  Date: ____________________________

PART II: JOB INFORMATION (To be completed by PI)

Job Title Assignment: ____________________________  □ Exempt Annual Salary

Employing Department: ____________________________  □ Non-Exempt Hourly Rate

Average Hours Per Week: ____________________________  □ GRA Rate  □ Academic Year  □ Semester

□ Faculty Rate  □ Summer  □ Overload (Forms required)

PART III: PROJECT FUNDING (PI Complete)

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<th>Project #</th>
<th>Budget For Period</th>
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PI Signature: ____________________________  Date: ____________________________  Phone #: ____________________________

Graduate Research Assistant Appointment - Tuition Exemption

□ University Masters: □ 25%  □ 50%  □ 75%  □ 100%  □ 61% (Only for out of state master's students with existing contracts. Will conform to new fees at end of Spring '09)

□ **Research Foundation Masters: □ 25%  □ 50%  □ 75%  □ 100%  □ 61% (Only for out of state master's students with existing contracts. Will conform to new fees at end of Spring '09)

□ University Doctoral - 100%  □ **Research Foundation Doctoral-100%  **Must attach a copy of student tuition fees & assessment from Leo Online.

My signature certifies that this student has been appointed as a GRA and is enrolled for the required number of credit hours at Old Dominion University.

Department Chair: ____________________________  Date: ____________________________  Phone #: ____________________________

Dean: ____________________________  Date: ____________________________  Phone #: ____________________________
Assistantships in Non-Departmental Units

a. Each non-departmental unit, e.g., Career Management Center, Athletics, Registrar, submits to the Office of Graduate Studies a position description for each Graduate Administrative Assistant (GAA) position available within their unit. Along with the position description the unit will provide a list of those graduate programs in which students have or are proposed to have the interest and skills required. The position must require and provide an academically and programmatically appropriate level of intellectual and professional activity. The Vice Provost for Graduate Studies and Research will coordinate a review of the position descriptions by the appropriate department(s). If the position description is approved, the department chair and graduate program director will coordinate with the non-departmental unit the selection of academically qualified and highly ranked students from their current or to-be recruited graduate students. The appointment of the GAA is made jointly by the academic and non-departmental administrative departments.

b. Determination of the number and the availability of funds must be done as early as possible in order to facilitate offering these GAA positions to the top ranked applicants/students in the appropriate graduate programs. As part of the Dec-Jan budget submission process, non-departmental units must submit a justification for continued and increased support of GAAs, i.e., stipends and tuition waiver. The Office of Graduate Studies will notify the appropriate graduate program directors of the number of anticipated GAA positions that can be offered to highly recruited applicants for the upcoming and FA, SP, and SU admission cycles. All GAA awards funded by non-academic units will be processed by the Office of Graduate Studies.

c. Each semester, the GAA’s immediate, non-departmental supervisor will evaluate the performance of the student and make recommendations for continuance or termination. This written evaluation will be reviewed by the graduate student and his/her GPD or academic advisor and a final set of recommendations made regarding continued awarding of the assistantship.
APPROVAL OF GRADUATE ASSISTANT POSITION
AND
RECOMMENDATION AND APPROVAL OF STUDENT

(To Be Completed by Non Academic Unit Supervisor)

Title of Graduate Assistant Position: ____________________________________________

Department/Unit: ________________________________________________________________

(To Be Completed by Graduate Program Director)

Position:

Approved

Disapproved

Justification: (if not approved)

____________________________________________________________________________

Graduate Program Director (Signature)   (Print Name)   (Date)

(To Be Completed by Non Academic Unit Supervisor)

Vacant Position

Filled Position

Name of Student Holding Position   Graduate Program   Graduate Faculty Advisor

(To Be Completed by Graduate Program Director)

Approve Continuing Student

Disapprove Continuing Student

Justification: (if disapproved continuing student)

Student(s) Recommended:

Name          UIN          Program/Degree

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Graduate Program Director   Date

Original: Office of Graduate Studies
Copy: Department/Unit
Graduate Assistant Responsibilities Agreement  
Old Dominion University

Name of Student: (PRINT) ____________________________   UIN: __________________

Dept./Program: ____________________________   College: ____________________________

Name of Faculty/Administrative Supervisor: (PRINT) _______________________________________

Name of Graduate Program Director: (PRINT) ____________________________________________

Assistantship Category (check only one): □ GTAA □ GTA1 □ RA □ GAA

Briefly describe the student’s responsibilities during the semester (extra sheets may be appended to this agreement as necessary):

This agreement constitutes a position description of the responsibilities associated with the assistantship for the ____________________________ semester of _______________. Students must meet all eligibility, enrollment, registration, and employment requirements outlined in the Graduate Catalog. On average, a student is contracted to devote 20 hours maximum per week during the semester (unless otherwise indicated) apart from his/her academic work, to the duties required by the assistantship. The student’s work schedule is to be negotiated between the student and the supervisor along with a schedule of meetings and preferred modes of communication. In addition, the student may be required to attend special training sessions, e.g., the Graduate Teaching Assistant Institute and workshops (see addendum attached to this agreement). An evaluation of the student’s performance will be conducted by the supervisor at the end of the semester; if this agreement covers the student’s initial appointment, there will be a midterm evaluation as well. Separate forms are required when a student is assigned to more than one supervisor or his/her duties are divided between the categories defined above. Students must agree in writing to adhere to the Policy on Additional Employment, FERPA regulations, the University Policy on Confidentiality and the University Policy on Patents and Copyrights.

_________________________  ____________________________  
Student’s Signature   Date

_________________________  ____________________________  
Supervisor’s Signature   Date

*Graduate Program Director’s Signature   ____________________________  

Date

* In the event the GPD is the student’s supervisor, the Chair’s/Dean’s/Dean’s Designee signature would be required.

Original to Graduate Program Director: copies to the student and the supervisor.
A copy of the Graduate Assistant Responsibilities Agreement must be included in the student’s file.
Unit - OFFICE OF GRADUATE STUDIES
Graduate Assistantship Position Description

Supervisor_________________________

I. How does this position contribute to the student’s academic and professional goals?

- Graduate Assistant will develop an in-depth awareness of the complexity and methodology for developing a graduate studies newsletter
- Graduate Assistant will obtain experience in gathering information, interviewing techniques, and using desktop publishing software
- Graduate Assistant will obtain experience working with a team of high level administrators
- Graduate Assistant will enhance communication and analytical skills
- Graduate Assistant will become more familiar with the range of Old Dominion University’s graduate programs, faculty and students
- Graduate Assistant will enhance writing and editing skills

II. Job Description: Activities and Responsibilities

The graduate assistant will develop a complete, user-friendly, well formatted issue of an Old Dominion University Newsletter. Under the direction of the Vice Provost for Graduate Studies and Research, the graduate assistant will gather data needed to highlight graduate programs, graduate student achievement, faculty or student research, trends in graduate education, and pertinent information from the Office of Graduate Studies. The graduate assistant will work relatively independently once the project objectives and methods have been established and will meet regularly with the Vice Provost of Graduate Studies and Office of Graduate Studies staff to monitor progress, to discuss ideas for improvement, to submit drafts for review, and to keep current with office developments.

III. Suitable Academic Majors: English, Communication, Educational Leadership

IV. Qualifications:

- Enrolled full-time in a graduate degree program and with high academic standing
- Excellent interpersonal and social skills
- Word Processing skills to include the following:
  a) Microsoft Publisher
  b) Microsoft WORD
  c) Web-based searches
- Possess excellent oral and written communication skills
- Well organized and capable of managing time effectively

V. Employment Schedule

Summer 2006
Hours: A total of twenty (20) per week on an established schedule that fits the student’s course demands.

VI. Remuneration for Assistantship: $___________