**Teaching Assistant hiring policies**

1. **TA/AI hiring policies:**

The following summarizes the policies discussed for appointment and retention of appointment as a TA (MS)/AI (Ph.D.) within the Department of Biological Sciences. If approved these policies will go into effect Fall 2017.

**For Fall and Spring semesters**, TA/AI positions will be offered to graduate students who **applied on time**, by giving priority in the following order and criteria:

1. **Ph.D. students from the Department of Biological Sciences or part of interdisciplinary programs and who have a Biological Sciences faculty member as dissertation advisor.**

The Ph.D. students must have been enrolled for **less than 11 semesters** (this does **not** include Summer support) and **be in good standing.**

1. If the Ph.D. student has been enrolled for more than 10 semesters, he/she must apply for a waiver to explain his/her situation (progress, challenges, loss of RA support or fellowship, etc.) The waiver must be reviewed by the graduate committee, the student’s mentor and the Chair. If waiver is granted, he/she will remain on the PhD priority list for support. If not, see (3).
2. To stay in the priority list, Ph.D. students must show progress toward degree, such as advancement to candidacy with timely completion of written and oral exams and dissertation proposal. Ph.D. students in their third year and not in good standing will receive a probation semester as “warning” of losing their priority status, see (3). Participation to mandatory seminars and TA/AI training workshops will also be a consideration for eligibility.
3. Ph.D. students with interrupted RA or fellowship support will have their applications reviewed on a case by case basis through the waiver system.
4. **M.S. students from the Department of Biological Sciences or part of interdisciplinary programs and who have a Biological Sciences faculty member as thesis advisor.**

The M.S. students must be enrolled for **less than** **5 semesters** (this does **not** include Summer semesters) and **be in good standing**.

1. If the M.S. student has been enrolled for more than 4 semesters, he/she must apply for a waiver to explain his/her standing (progress toward degree, challenges, loss of RA support or fellowship, etc.) The waiver application must be reviewed by the graduate committee, the student’s mentor and the Chair. If the waiver is granted, he/she will stay on the TA priority list. If not, see (4.).
2. To stay in the priority list, M.S. students must show progress toward degree, such as timely completion of written and oral exams and thesis proposal. Participation to mandatory seminars and TA/AI training workshops will also be a consideration for eligibility for TA-ship.
3. M.S. students with interrupted RA or fellowship support will have their applications reviewed on a case by case basis through the waiver system.
4. **Ph. D. students from the Department of Biological Sciences enrolled for more than 10 semesters (this does not include Summer semesters) and who have not obtained a waiver or students who are not in good standing after receiving a probation semester.**
5. **M.S. students from the Department of Biological Sciences enrolled for more than 4 semesters (this does not include Summer semesters).**
6. **Graduate student from outside the Department of Biological Sciences who are most qualified or if equally qualified by order of (1) Ph.D., (2) M.S., then by order of first submitted application.**
7. **Qualified undergraduate students from the Department of Biological Sciences only in extraordinary circumstance and with the permission of the TA supervisor of the course and at the discretion of the TA committee.**

**For the Summer semesters**, due to a very limited number of available position, TA/AI positions will be given in priority to:

1. **Ph.D. students from the Department of Biological Sciences or part of interdisciplinary programs and who have a Biological Sciences faculty member as dissertation advisor.**

Ph.D. students must **apply on time** and be in **good standing**. Only under exceptional circumstances, a waiver will be given to M.S. student with unique and demonstrated expertise.

**Student’s Name:**

**Student ID#:**

**Empl ID#:**

**Graduate program: 🞏 MS 🞏 Ph.D. (BIOS\_\_\_ EEB\_\_\_)**

**Date of entry in graduate program (e.g. Fall 2016):**

 **Fall \_\_\_\_\_\_\_\_\_**

 **Spring \_\_\_\_\_\_\_**

 **Summer\_\_\_\_\_\_**

**Date of last committee meeting:**

**Completion of proposal (Y/N): If Yes, date completion:**

 **If No, anticipated date of completion:**

**Anticipated date of defense (e.g. Spring 2019):**

**Fall \_\_\_\_\_\_\_\_\_**

 **Spring \_\_\_\_\_\_\_**

 **Summer\_\_\_\_\_\_**

**Number of semesters with TA/AI support received:**

**Number of semesters with RA support received (if applicable):**

**Name of current mentor:**

**Please provide justifications on why you should remain eligible to receive TA/AI support:**

**Authorization and signatures of Thesis/Dissertation Committee**

Name of Committee Chair: Date:

Signature:

Name of Committee Member: Date:

Signature:

Name of Committee Member: Date:

Signature:

Name of Committee Member: Date:

Signature:

Name of Committee Member: Date:

Signature:

**Authorization and signatures of Graduate Committee**

Name of Graduate Committee Member:

Signature:

Date: