

## Graduate Teaching Assistantship Contract

### Student Personal Data:

Name: \_\_\_\_\_ PeopleSoft Employee ID: \_\_\_\_\_

Last 4 SS# \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### Conditions of Appointment:

The University of Baltimore does hereby appoint the student indicated above as Graduate Teaching Assistant (GTA) under the following conditions:

Std. Hours/Week: \_\_\_\_\_ Total Stipend Amount: \$ \_\_\_\_\_, and credits of tuition waivers

Contract Begin Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Dept.: \_\_\_\_\_

Supervised by: \_\_\_\_\_ Work Group: \_\_\_\_\_

Position Number: \_\_\_\_\_

The portion of your assistantship dedicated to teaching duties, including course preparation, instruction, grading, and other functions associated with teaching is \_\_\_\_\_ % (\_\_\_\_\_ hours per week). Remaining contract hours will be dedicated to faculty research and/or other duties as assigned.

Budget Code: Dept.(7) \_\_\_\_\_ Account **502411** Fund(4) \_\_\_\_\_ Project Grant(7) \_\_\_\_\_

*The stipend is disbursed in equal installments for the duration of the GTA contract. The UB timesheet is required to support the payments.*

### Special Conditions, if any:

\_\_\_\_\_ UB graduate credit tuition waivers for Summer 20 \_\_\_\_\_

\_\_\_\_\_ UB graduate credit tuition waivers for Fall 20 \_\_\_\_\_

\_\_\_\_\_ UB graduate credit tuition waivers for Spring 20 \_\_\_\_\_

*Unless otherwise noted, all tuition waivers will be applied to your account at the regular School of Business, College of Public Affairs, or College of Arts and Sciences graduate rate, not at the Law or Taxation rate.*

### Teaching Assignment and Responsibilities:

a. Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_ Credits: \_\_\_\_\_

b. Ensure that the structure and content of the courses taught are consistent with their definitions in the current Undergraduate or Graduate Catalog. The appointee shall become familiar with and abide by all the University's teaching policies and guidelines regarding faculty responsibilities especially with respect to course syllabi, academic integrity, confidentiality of student records, sexual harassment, accommodations for students with disabilities, religious observation, examinations and grading, copyright compliance, ownership and use of copyrighted materials, ordering books, and similar matters.

c. Follow the University's calendar published in the Schedule of Classes for starting and ending dates; final examinations; meet all scheduled classes; hold office hours and student conferences and provide the University with timely grades as required for official final grade reporting. Except when reasonably and unavoidably prevented by emergency circumstances, any appointee absence from a scheduled class must be approved in advance in writing by the Chair or his/her authorized designee.

d. Meet with the supervising faculty member at the beginning of the semester to review the syllabus and book choices and bi-weekly thereafter. The supervising faculty member shall review all final grades before they are submitted.

**General Conditions:**

This contract is not binding until approved by the appropriate authorities of the University of Baltimore. This contract is binding only for the period indicated above and does not in any way commit the University of Baltimore to continuation of employment beyond the termination date specified or to employment at any future date. If funds are withdrawn by the source or should the student fail to remain in good academic standing, this contract may be canceled by the University without prior notice.

The above mentioned student is not entitled to the rights and privileges of regular state employees during the period of this contract. Stipend and tuition waivers will be prorated upon the official beginning and ending contract dates in the event of a termination or replacement of a graduate teaching assistant during the summer, fall, and spring semesters. A graduate teaching assistant may be dismissed at any time by the department chair, academic dean, and/or appropriate administrator for non-performance of assigned duties.

Graduate Teaching Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals:**

Dept. Head: \_\_\_\_\_ Date: \_\_\_\_\_ Business Mgr: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature) (signature)

Dept. Head (print name): \_\_\_\_\_ Business Mgr (print name): \_\_\_\_\_

OHR: \_\_\_\_\_ Date: \_\_\_\_\_ Grants Acct.: \_\_\_\_\_ Date: \_\_\_\_\_