

Graduate Teaching Assistant – Teacher of Record Appointment Form

Completion of this form is necessary to allow graduate students to become Instructor of Record and have access to Banner*** and to appear in the Faculty Information System.

Student Name: _____ KSU#: _____

Department: _____ Employee ID: _____

Faculty Title: Graduate Teaching Assistant Rank: Adjunct Instructor

Teaching Discipline: _____

Dates of Service

Start Date: _____

End Date (Please check one):

Masters/EdS (3 years)

Doctoral (5 years)

What is your current Student Worker title (Please check one)?

Graduate Teaching Assistant

Graduate Research Assistant*

Graduate Administrative Assistant*

Dept. Chair: Print Name _____ Signature _____ Date: _____

Graduate Dean: Print Name _____ Signature _____ Date: _____

Please send this completed form with transcripts** and curriculum vitae to Academic Affairs.

** By submitting this form the student worker will convert to a Graduate Teaching Assistant.*

*** Transcripts will automatically be provided through University records if a current KSU student.*

**** For access to Banner, the Buckley Form must be completed and submitted to Registrar.*