## Petition for Approval of GA/TA Dual Employment

Office of Human Resources PO Box 6000 Binghamton, New York 13902-6000 Fax: 607-777-4947 Office: 607777-2187

Full-time graduate assistants /teaching assistants (GAs/TAs) are expected to invest approximately 20 hours (0.50 FTE)per work week (for both semester and academic year appointments) on GA/TA employment. It is recommended that the remainder of their time be focused on making progress toward degree completion. Thus, any additional work assignment by any asn. tt rsenta(s)-257(d) the effect of the semiconder of the semiconder

completion, and affect other students within the program, as well as to the total number of hours per work week.

## To Be Completed by Student

Name:				International Student?		
B#:						
Academic Program/Major:						
CurrentGA/TA EmploymentDetails			Supervisor Name:			
Department:						
Is the appointment for the:	Academic Year?	Fall Semester?		Spring Semester?	Academic Year:	
Is this currently the only on-campus appointment?		Yes	0	No	Hours Required per Week:	
AdditionaEmploymentRequesDetails						
Department:			Supe	rvisor Name:		
Expected Dates of Employment:	to		Ηοι	irs Required per Wee	ek:	
Pleasebriefly describe duties of additional employment:						
Detail exceptional circumstances for	additional employmen	t request:				
How will this position impact your de	gree progress?					

Total hours per week expected across all positions:

For auditing purposes, a work schedule on the next page must be completed and submitted with this application.

## ToBeCompletedby Department

Any additional work assigraduate

Graduate Director Approval

Dean/VP Approval

Petition for Approval of GA/TA Dual Employment – Work Schedule

WorkScheduleREQUIRED



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