



GRADUATE ASSISTANT PROPOSAL FORM

INSTRUCTIONS

All departments (or individual faculty) must notify the Office of Graduate Studies (OGS) of Graduate Assistantship (GA) need each academic year. To qualify for fringe benefits, GA positions must be between 13.5 and 20 hours per week*, and a minimum of one full semester. Exceptions for fewer hours will be considered. All students must apply through the OGS each academic year to ensure eligibility *before* hire. Faculty and staff should not promise positions to students based on past allocation or hire.

Please complete this form and email to gradstu@uwgb.edu. With the exception of individual grant-funded positions, proposals for GA support are **due annually by March 15** for positions beginning the following academic year.

FACULTY/STAFF SECTION

Name	Email	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>

POSITION DETAILS

Effective Terms	<input type="text"/>	If a specific student has been identified, provide their name and campus email.
Modality	<input type="text"/>	
Hours/Week*	<input type="text"/>	
Funding Source	<input type="text"/>	From which graduate program(s) would you prefer to receive GA applications to fill this position?
Budget Code, if known	<input type="text"/>	

Position Description

Please provide (1) 1-2 sentences explaining what the GA will do, (2) minimum eligibility requirements to be successful in the position, (3) examples of specific responsibilities.

Example: This GA will run two Chemistry labs each semester under the guidance of a faculty supervisor. Most labs are "guided" experiences and the GA will participate in a lab before running on their own. Must have completed 2 undergraduate Chemistry courses with labs and earned a grade of B or better. GA will maintain lab safety protocols and support undergraduate student learning.

GRADUATE ASSISTANT REQUIREMENTS

GA positions are competitive and contingent on funding. Eligibility requirements include:

- Admitted in full academic standing to a UW-Green Bay graduate degree program
- Enrolled in a minimum of 6 credits each semester, and no fewer than 15 credits each academic year (special exceptions can be made for doctoral and MSW part-time students).
- Maintain a 3.0 GPA in graduate degree coursework

More information can be found on the OGS website: <https://www.uwgb.edu/graduate/cost/assistantships/>