

## ***PROCEDURE FOR OBTAINING AN AD HOC TEACHING ASSISTANT***

*Please return your completed request to the Graduate School Office at least two weeks prior to the start of classes, if possible. You will be contacted shortly after your request is reviewed.*

- Ad Hoc Assistance is typically provided for courses that enroll 50 students or more for which a suitable assistant can be found.
- The position pays \$14 per hour up to \$2500 so you and your assistant will need to plan your schedules carefully. This works out to be approximately 10-12 hours a week of assistance.
- Students will be paid bi-weekly.

If you have a student in mind for your course:

1. Fill out the Request for Ad Hoc Teaching Assistance form.
2. Have the student fill out the Ad Hoc Teaching Assistant Information form.
3. Submit both forms to the Dean of Graduate Studies and Research (Geography Building, Room 210).
4. You will notified if your request has been approved typically within 24 hours.
5. If this is the student's first time on Clark's payroll s/he must visit the payroll office to fill out payroll deduction forms.

If you do not have a particular student in mind:

1. Fill out the Request for Ad Hoc Teaching Assistance form and submit to the Dean of Graduate Studies and Research.
2. You will be notified if your request has been approved.
3. The request will be sent to departments most likely to have qualified students.
4. Interested students will submit the Application for Ad Hoc Teaching Assistantship form to the administrative assistant in their home department.
5. The department will review the applications and give the instructors contact information for up to 3 students.
6. Once you have decided on a student have the him/her fill out the Ad Hoc Teaching Assistant Information form and submit it to the Graduate School as soon as possible.
7. If this is the student's first time on Clark's payroll s/he must visit the payroll office to fill out payroll deduction forms.

**REQUEST FOR AD HOC TEACHING ASSISTANCE\***  
(These positions pay up to \$2,500 for one semester at \$14 an hour)

Today's Date: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_

**\*\*Instructor Contact Information:** \_\_\_\_\_

Course name and number: \_\_\_\_\_

Department: \_\_\_\_\_ Course Time: \_\_\_\_\_

Number of students expected to enroll: \_\_\_\_\_

Time of discussion section or labs (if they occur): \_\_\_\_\_

Do you have a student in mind? \_\_\_\_\_

**If not, please describe background/coursework that is expected of the TA and any other relevant information that will help locate a TA for this class.**

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\_\_\_\_\_  
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**Graduate School Office use only:**

Approved by Dean: \_\_\_\_\_

Department: \_\_\_\_\_

Org # \_\_\_\_\_ Account # \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**\*Please note: Students in the Accelerated BA/Master's Degree Program are not eligible for a graduate/teaching assistantship position.**

**\*\*Interested applicants may be given this information to contact you.**

**APPLICATION FOR AD HOC TEACHING ASSISTANTSHIP\***  
(These positions pay up to \$2,500 for one semester at \$14 an hour)

**Today's Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Name of Instructor:** \_\_\_\_\_

**Course name and number:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Course Time:** \_\_\_\_\_

**Please describe your background/coursework that is pertinent to the position you are applying to:**

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**Please provide names, emails and phone numbers of two references.**

<b>Name:</b>	<b>Name:</b>
<b>Email address:</b>	<b>Email address:</b>
<b>Phone:</b>	<b>Phone:</b>

**Please submit this form to the administrative assistant in your home department.**

**AD HOC TEACHING ASSISTANT INFORMATION**  
(This position pays up to \$2,500 for one semester at \$14 an hour)

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Department: \_\_\_\_\_

Student SS Number: \_\_\_\_\_

Local Address: \_\_\_\_\_  
                                    No. Street                                    City                                    State                                    Zip Code

Permanent Address: \_\_\_\_\_

Please give the information for your position:

Instructor name: \_\_\_\_\_ Department: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

\*\*Is this your first paid position at Clark? \_\_\_\_\_

Instructor's signature: \_\_\_\_\_

Student's signature: \_\_\_\_\_

**\*\*New employees of the University are required to complete an I-9, W-4 and M-4. Graduate Students may do this by visiting the Payroll office (20 Downing Street, 3<sup>rd</sup> Floor).**

**(This form is given to the student selected for the Ad Hoc position requested and must be submitted to the Graduate School)**