Form # 2

**Graduate Assistant Request Form**

**by**

**Department/Unit**

Date: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_

Name of Department/Unit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did your department request Graduate Assistant (GA) last year?

Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_

If yes, how many GA was allocated to your department? ­\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you agree to provide brief GA progress (end of the semester) and final (end of the AY) assessment reports, if one or more GA(s) are allocated to your unit(s)?

Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_

If yes, please fill the following table for each GA request, separately.

|  |
| --- |
| **Name of Department /Unit :** |
| **If applicable, identify the student (Name, Student ID):**  **Tasks of Graduate Assistant:** |
| **Briefly outline how these tasks will contribute to the student’s educational growth:** |
| **Briefly outline how GA will contribute to the University’s mission:** |

**How to Apply**

Please complete the Form #2, and submit one-pdf file for your department/unit(s) to [graduateassistantships@njcu.edu](mailto:graduateassistantships@njcu.edu)

* Chair of the Department or Dean of Colleges/School or VP of non-academic unit(s) may submit the form.
* The submission package should include Form #2, and name as shown below:

“Name of the Unit- GA-Academic year”

Example: **Academic Affairs-GA-AY-2019-20**

* If applicable, please include GA assessment report(s) in the application package.
* Application will be accepted only between **May 13 and June 7** , unless stated otherwise.

**Allocation Procedure (in progress)**

**Allocation priorities may address, but not limited to, the following points:**

* University-wide services which are aligned with the university’s strategic planning
* New and growing academic programs
* Departments having Graduate Degree Programs
* In-house unique employment opportunities:
  + Students’ degree requirements aligned with the faculty’s expertise
  + Students involving high-impact scholarly activities, such as publishing high impact journal article(s).

**Graduate Steering Committee** reviews the applications and provides recommendations. Once the allocations are approved by the Office of the Provost. The department/unit may select their GA. **However, final GA allocations are contingent upon available funding.**

For your convenience, the GA assessment report format is provided below.

|  |
| --- |
| **Name of the Student: GA #1** |
| **Briefly outline measurable outcomes based on the assigned tasks**   * **….** |
| **Your Feedback (Please address strength and area of opportunities)** |
| **Do you recommend re-appointment: Yes \_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_**  **Please briefly explain your answer:** |