New Paltz
STATE UNIVERSITY OF NEW YORK

Graduate, Professional & Interdisciplinary Studies

Applicant Information

Banner ID: N_____

Sal. _____ **Name** _____ **Major Code** _____ **GPA** _____

Last   First   MI

Address _____

Street   City   State   Zip

Telephone _____ **New Paltz Email** _____

Home or Mobile

Position _____ Hiring Dept _____

Residency ___ In-State ___ Out-of-State ___ Foreign (International students must fill out the information below regarding work eligibility)

Country of Citizenship: _____ **VISA Type:** _____

Do you have the legal right to accept employment in the United States? ___ Yes ___ No

Proof of identity AND either US Citizenship or employment authorization are required prior to employment.

Hiring Timeline

Be attentive to your New Paltz email account! Communication regarding your hiring process will be conducted via NP email.

Attestation

I hereby authorize investigation of all statement in this application and attached data as provided. I certify that such documentation is true and understand that misrepresentation or omission of facts called for in this form may be cause for refusal of employment or termination if I am offered a position.

I understand that all graduate employees must satisfy the application and reappointment criteria listed in the Teaching Assistant and Graduate Assistant section of the Graduate, Professional & Interdisciplinary Studies website.

If offered a position, I will submit evidence of matriculation, cumulative GPA of at least 3.00 without grades of F or Incomplete, and registration for at least 6 graduate credits. Additionally, I understand that I must complete all hiring paperwork within 3 days of employment.

Signature _____ **Date** _____

SUNY New Paltz does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, or sexual orientation in accordance with federal and state law. The State University of New York at NEW Paltz is an AA/ EOE/ADA employer.

Department Information

Hiring Department _____ **Account**: _____

Department Contact: _____ **Banner ID:** _____

TAGA Supervisor: _____ **Banner ID:** _____

Duration of Hire ____ Academic Year (default) ____ Fall *Reason for Fall-Only: _____ ____ Spring

Transaction Type ____ New Hire ____ Rehire (Attach Prof Dev for TAs) ____ Change in Appointment

____ Cancellation/Separation **(Attach a resignation letter and indicate the last day of work:** _____

Assistantship Details

The university now has three types of **Graduate Assistantships**, each with different responsibilities and benefits. Where a Graduate Assistant's work includes responsibilities from more than one type of Assistantship, the hiring division should designate the highest level (TR being the highest and GA being the lowest in the list below) for the appointment type. The position description must articulate all job expectations.

1. **Graduate Teacher of Record (TR)** – these students serve as the primary instructor of record for a course.
2. **Graduate Teaching Assistant (TA)** – these students may assist a faculty member with a course, grading, or tutoring.
3. **Graduate Assistant (GA)** – these students may assist with research, administrative and/or technical assistance, etc.

Type ____ Teacher of Record (TR)   ____ Teaching Assistant (TA)   ____ Graduate Assistant (GA)

Load ____ Full-time (20hrs/week) ____ Half-time (10hrs/week) **Brightspace Access?** Course/Sec # _____ N/A ____

Specific Assignment—**Attach** a performance program and **insert** a 2-3 sentence summary for the contract letter.

[ ]

Remuneration

Base Stipend Rates

Academic Year 20hr Assistant: $5000/year | Academic Year 10hr Assistant: $2500/year **||** One Term 20hr Assistant: $2500/term | One-Term 10hr Assistant: $1250/term
English TRs typically earn $2500 to teach Composition I (3cr) and $3000 to teach Writing & Rhetoric (4cr)

Tuition Scholarships

We have rebranded our tuition waivers as scholarships which are more tangible for students to share on a resume, visa application, etc.

- **Ashokan Scholarship** awarded with a full assistantship. It includes a 6-credit tuition waiver at either the in-state Graduate or MBA tuition rate.
- **Mohonk Scholarship** awarded with a half assistantship. It includes a 3-credit tuition waiver at either the in-state Graduate or MBA tuition rate.
- **Peregrine Plus Scholarship** reduces non-resident tuition to in-state Graduate or MBA tuition rate.

Also an MFA Scholarship Recipient?   Yes   No

Stipend $_____ **Account** _____ **Scholarship** _____

Add Peregrine+   Yes   No   N/A

Approvals   Hiring Notes for HRDI

Department Chair / Director _____ Date _____

Academic Dean / VP _____ Date _____

Graduate Dean _____ Date _____

GPIS Processing
GSEU Increase $_____ or N/A | Rate $_____ | 3cr or 6cr | Total $_____ || Banner _____ Teams _____ HRDI _____ SA Spreadsheet _____

SUNY ID _____ Line # _____ Eligible for Benefits? ____ Yes ____ No

PAYROLL USE ONLY PP#/ Year ____/_____   **PAY RATE** $ _____

Eff. date _____   ☐ TAS done

Act/Reason _____   **TIME ENTRY:**   ☐ 1040

EARN CODE	DATES	AMOUNT

Act/Reason _____   ☐ Comment (back)