



Office of Academic Support

105 Norwood Hall | 320 W. 12th St. | Rolla, MO 65409
573-341-7276 | academicsupport@mst.edu | www.academicsupport.mst.edu

To: Department Chairs, Deans
From: Dr. Kathryn Northcut, Interim Vice Provost for Academic Support
Date: March 16, 2021
SUBJECT: GTA Workshop and GTA Waiver Procedures

In order to ensure that we are in compliance with state law concerning GTA appointments, please note that **no graduate student may be assigned teaching responsibilities until they have successfully completed the GTA Workshop. Additionally, students classified as "non-native speakers" under state law may not receive a GTA appointment during their first semester of enrollment at Missouri S&T.** In an emergency situation, departments may fill a GTA role temporarily with an otherwise qualified person who has not completed the GTA Workshop or the one semester of enrollment by using the following procedure for waiver requests.

1. Waiver requests originate from the department wishing to employ the applicant; the department chair must sign the request. Email the request to the Office of the Vice Provost for Academic Support (VPAS) for approval (academicsupport@mst.edu).
2. The waiver request should include the graduate student's current local **contact information** and it should state that the waiver is **required to meet the department's immediate teaching needs**. In the case of non-native speakers of English, the waiver request should include the applicant's **SPEAK score**. To determine whether a recorded score exists, contact the GTA Workshop manager (Thu Tran). If a SPEAK test has not been completed, the applicant must contact the GTA Workshop manager to schedule one.
3. Approved requests will then be sent from the VPAS to the GTA Workshop manager, who will notify the applicant to schedule a "cursory evaluation" interview with the manager or designee. Departments should notify applicants to respond quickly to requests from the manager, as there is usually some urgency.
4. During the cursory evaluation, the student will sign a Statement of Understanding of Waiver that the waiver is for one semester only, and agree to attend the next GTA Workshop. When GTA Workshop attendance is waived, the student shall not be assigned teaching responsibilities in any subsequent semester until the GTA Workshop is successfully completed.
5. If the waiver is for the one semester residency requirement, the same procedures must be followed. The GTA Workshop manager will recommend a waiver based on the student's prior experience in the United States.
6. The GTA Workshop manager will notify the requesting department chair of the results of the interview by a copy of the Statement of Understanding of Waiver signed by the student and the Manager of the Workshop.

7. The requesting department should attach the signed Statement of Understanding of Waiver to the employment paperwork to be kept in the department and forward the ePAF to Human Resource Services (HRS) with a comment "GTA Waiver received for one semester" instead of the usual comment, "GTA Workshop," followed by the result of the assessment. HRS should not approve any paperwork for GTAs without one of these comments.

Departments are cautioned that, to be in compliance with state law and campus policy, **no GTA applicant should be assigned any teaching responsibilities until they have satisfactorily completed the GTA Workshop**, or, in emergencies, received the GTA Workshop waiver. We discourage alternative position titles that might assign graduate students to teach in an unofficial capacity.

cc: Dr. Stephen Roberts, Provost Academic Affairs
Dr. Costas Tsatsoulis, Vice Chancellor of Research and Graduate Studies
Ms. Rhonda Byers, Director, Human Resources
Dr. Thu Tran, GTA Workshop Manager