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Department of Landscape Architecture
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M E M O R A N D U M

TO: LARP Faculty
FROM: Jack Ahern, Department Head
SUBJECT: Appointment Procedure for TA's, RA's, and Internships
DATE: July 18, 2000

In accordance with GEO Union terms, the Department is required to have a written appointment procedure for each job classification. Concerning:

- A) Requests for Funding
- B) Deciding who will receive funding
- C) Notifying people that they will receive funding
- D) posting of Job possibilities
- E) assignment of TA's to courses
- F) Notice of assignment

LARP Appointment Procedure for TA's RA's and Internships

A) Requests for Funding

TA Positions: Candidates should notify their Graduate Program Director (GPD) of their interest/need for funding.

RA Positions: Candidates should notify their Graduate Program Director (GPD) of their interest/need for funding. Candidates should also directly contact faculty who are providing funding for RA positions.

Internship Positions: Candidates should notify their Graduate Program Director (GPD) of their interest/need for funding. When referred by the GPD, candidates may also directly contact the outside source that is providing the funding.

B) Deciding who will receive funding

TA Positions: Decided by the Department Head after consultation with the graduate and undergraduate program directors, and the faculty of the courses to which the TA positions are to be assigned.

RA Positions: Decided by the Faculty member who is providing the funding for the position in consultation with the GPD and Department Head.

Internship Positions: The GPD will first determine if the internship is associated/related with the candidate's program of study. After receiving the GPD's favorable recommendation, the decision and details regarding funding of internships belongs exclusively to the external organization, office or individual that is providing the funding.

C) Notifying people that they will receive funding

TA Positions: The Department Head is responsible for notifying TA's that they will receive funding. Students may be offered multi-semester TA positions. In such cases, faculty may expect students to remain available for the position.

RA Positions: The faculty providing the funding is responsible for notifying the candidate regarding funding decisions. Faculty may offer multi-semester opportunities for funding, and in such cases, may expect students to remain available for the position.

Internship Positions: The external funding source for the Internship is responsible for notification of internship funding. Provided that the internship position has been approved by the GPD.

D) Posting of Job possibilities

TA Positions: The Department Head will notify graduate students of TA positions by means of the Department email notification system, and the reference book maintained in the LARP Main office.

RA Positions: Individual faculty may post announcements for RA's on the Departmental email system, bulletin boards, or by other means including personal invitations.

Internship Positions: The Department Head and GPD's will maintain a bulletin board, and a notebook of Internship opportunities.

E) Assignment of TA's to courses

TA Positions: Assigned by the Department Head after consultation with the Graduate and undergraduate program directors, and the faculty of the courses to which the TA positions will be assigned. Students will be provided with a written offer for the position which becomes a binding contract after being signed by the student and the Department Head.

F) Notice of assignment

TA Positions: The Department Head will notify candidates of TA assignments.

RA Positions: The faculty providing the funding will notify candidates of RA assignments.

Internship Positions: The external funding source will notify candidates of Internship assignments. A written notice of the terms and conditions of the internship will be signed by the student, the GPD and the sponsor.