

November 5, 1998

**MEMORANDUM**

TO: Michael D. D'Amore, Chair, GEO Grievance Committee

FROM: Julian M. Olf, Graduate Program Director

SUBJECT: "Hiring Procedures" pursuant to Article 22 Section 3 of the  
GEO Collective Bargaining Agreement

In response to your request for information, please be informed of the following:

- All graduate students admitted into our program are offered a full teaching assistantship\*. In the past, funding levels were set by the College; more recently, incoming students receive the minimum full FTE stipend negotiated by the bargaining unit.
- Students are notified of T.A. funding at the time that they are accepted into the program.
- T.A.s are assigned to courses by the faculty member responsible for that program area: Hence, a T.A. responsible for teaching in the scenic area will be assigned by our resident scenic designer, etc. Practically speaking, all of our T.A.s receive teaching assignments in their areas.
- Because all T.A.s are eligible for funding, there are no particular procedures for them to follow in making application for same.
- The Department posts all jobs received from outside areas. Internally, non-teaching assignments (say, in educational services, box office, etc.) are distributed by the staff person in charge, usually on a rotating basis--except in areas where the demand for teaching is so great as to render those T.A.s already fully engaged.

If you have further questions, please do not hesitate to inquire.

\*It should be noted for the record that not all incoming students accept the offer. Some neither want nor need full assistantships.

JMO:dw