Graduate Assistant Hiring Flowchart

Flow for Hiring New Graduate Teaching and Research Assistants for **Spring 2027**

1 Offer Accepted

NEW HIRES

Department submits both:

Summary of Graduate Assistants Form
Hiring Verification in Workflow

REHIRE OR FUNDING CHANGE

Department submits:

Summary of Graduate Assistants form only
Indicate in Notes field either "Rehire of..." or the details of "Funding Change from the Fall"

2 Eligibility and Hiring Clearance

CGS emails department to confirm competion of Summary Form review and student eligibility or to identify the need for an exception request.

HR emails the department when it may proceed with Hiring.

3 Formal Contract

Through December 9, 2026

Department submits ePaf to issue GA Contract.

After December 9, 2026

All GA contracts will be processed in Oracle.

Entry to begin in Oracle after January 4, 2027.

4 Assistantship Begins

CGS Notifies:

Business Office for the tuition waiver
Parking Services for White Parking Pass

Department Responsibilities:

Orientation, if applicable
GA assignment and Schedule
Buiding, Canvas, and other required access

CGS monitors continuous enrollment throughout the semester