

Graduate Assistant Guidelines Form
Department of Anthropology, The University of Memphis

Graduate Assistants are expected to fulfill the following requirements in order to maintain their appointment:

1. Each GA is required to work 10 hours per week if appointed as a part-time assistant or 20 hours per week if appointed as a full-time assistant.
2. The supervising faculty member may modify the distribution of these hours over the course of the semester at his/her discretion.
3. The supervising faculty member defines each GA's job responsibilities.
4. It is mandatory that each GA submits a timesheet to his/her supervising faculty member for approval and signature every two weeks.
5. A GPA of 3.0 or above must be maintained.
6. A performance evaluation will be done at the end of every semester for each GA by his/her supervising faculty member in order to determine assistantship eligibility for the following semester.

The Department of Anthropology reserves the right to terminate a GA appointment at any time during the semester for non-fulfillment of the above requirements.

I have read and will comply with these guidelines.

Signature: _____ Date: _____