UNIVERSITY OF WATERLOO

Faculty of Arts, Graduate Studies
Employment Approval Form

Full-time graduate students* use this form to request approval to pursue on-campus employment at the University that exceeds 10 hours per week on average (but does not exceed 20 hours per week, on average) in a given term (see Section 4.8, Graduate Studies Academic Calendar). Prior to submitting this form, students are required to have an open conversation with their supervisor (or Graduate Officer/Associate Director or Program Director if there is not an identified research supervisor) so that expectations, workload, and academic progression are factored into the approval decision (see Guidelines for graduate student employment).

If you are a full-time student and your total employment is expected to exceed one full TA appointment, you must seek and document approval using this form. You will be required to submit this completed form, with all necessary signatures, to the hiring unit (e.g., School/Department). This form can also be used for cross-unit TA/Sessional hiring to ensure both hiring units are notified.

*Part-time students do not have the same limits on their hours of UW Employment as full-time students, but approval is required to hold more than one full TA appointment (see Article 16.01(b) of the GTA/GRA Collective Agreement).

Section 1: Student Information

Surname: _____ Given Name(s): _____

School: _____ ID #: _____

Program: _____ Current Average: _____

Supervisor(s) (if applicable): _____

Section 2: Employment Information (note: please list all UW employment, though note that only those positions that cumulatively exceed 1.0 full TA appointment or are between more than one hiring unit require this approval process.)

Position 1

Employment Type: ☐ GTA ☐ GRA Other: _____

Term of Employment: ☐ Fall _____ ☐ Winter _____ ☐ Spring _____

Hiring Unit: _____

Estimated hours per week: _____

School Director Name: _____

School Director Sign: _____

Position 2:

Employment Type: ☐ GTA ☐ GRA Other: _____

Term of Employment: ☐ Fall _____ ☐ Winter _____ ☐ Spring _____

Hiring Unit: _____

Estimated hours per week: _____

School Director Name: _____

School Director Sign: _____

Position 3:

Employment Type: ☐ GTA ☐ GRA Other: _____

Term of Employment: ☐ Fall _____ ☐ Winter _____ ☐ Spring _____

Hiring Unit: _____

Estimated hours per week: _____

School Director Name: _____

School Director Sign: _____

Comments: _____

Section 3: Student Agreements and Approval Signatures

By signing below I confirm that:

1. I am in good academic standing.
2. I have had a discussion with my supervisor(s)/Graduate Officer/Associate Director/Program Director regarding expectations, workload, and academic progression and reached agreement that the above hours are acceptable for the specified term.
3. (If receiving funding), I understand that my primary obligation is to the responsibilities for which my funding package is providing support.
4. I understand that any work taken on above and beyond 1.0 full TA appointment will not be viewed as extenuating circumstances in a Policy 70 petition should my academic performance be negatively impacted by taking on additional work.

Student Signature: _____ Date: _____

Section 4: Supervisor Agreements and Approval Signatures

By signing below I confirm that:

1. I have discussed the proposed employment with this student and support the proposed employment activities.

Supervisor*: _____ Date: _____

Co-Supervisor: _____ Date: _____

*Graduate Officer / Program Director if student does not have an identified/confirmed research supervisor.

Section 5: Graduate Officer and Coordinator Notification Signatures

Graduate Officer: _____ Date: _____

Graduate Coordinator: _____ Date: _____

Section 6: Associate Dean, Graduate Studies

Student Eligible to be hired:

☐ Yes ☐ No

Associate Dean Graduate Studies: _____ Date: _____