

SAN JOSÉ STATE UNIVERSITY ? OFFICE OF FACULTY AFFAIRS TEACHING ASSOCIATE FEE WAIVER APPLICATION

The employment of Teaching Associates provides graduate students with an opportunity to gain supervised teaching experience in fields related to their advanced study, while simultaneously maintaining the highest possible standards of undergraduate instruction. Teaching Associates provide an important contribution to the University, therefore in recognition of their service, San José State University provides a Teaching Associate Fee Waiver.

Eligibility: To be eligible, graduate students shall be enrolled in a minimum of three units of coursework per semester **and** in "classified status" in a graduate program of study. For one semester only, students who have already served as a TA who are enrolled in fewer than three units are also eligible for employment. The student should be enrolled in at least one unit or be in the process of completing a Satisfactory Progress (SP) grade. All Teaching Associates shall work under the close supervision of a faculty member, and the school/department/program employing them. Students shall have had a course or workshop leading to competency in teaching in the discipline, or teaching experience, prior to working as a Teaching Associate. Appointment as a Teaching Associate shall be limited to a total of 4 semesters.

The following graduate student has met the guidelines of the School/Department, which are on file in the Office of Faculty Affairs. The recruitment process for appointment as a Teaching Associate has been met as required by University Policy S00-7 and this application conforms with University Policy F01-3.

INSTRUCTIONS: Attach a copy of your CLASS SCHEDULE to this application, obtain required signatures and submit to the Office of Faculty Affairs prior to the deadline below.

**FALL DEADLINE - 1st Friday in October
SPRING DEADLINE - 1st Friday in March**

First Name _____ Last Name _____ Student ID _____

Employed by Department/School _____ Campus Zip _____

Phone # _____ Email Address _____

Faculty Supervisor _____ Master's Pursuing _____

Overall GPA _____ Current Standing: Conditional Classified Probation

Please pay your tuition when it is due to avoid having your classes dropped. Tuition is due approximately 30 days after your initial registration. If you have questions about your fees and reimbursement please contact the Bursar's Office at 924-1605.

Have you paid your Tuition Yet? Yes No

Entitlement: Matriculated graduate students who are appointed as Teaching Associates at San José State University shall be granted fee waivers, during the semester that they are teaching, of mandatory campus miscellaneous fees and the mandatory state university fees.

- Hiring time of 0.1 to 0.2 entitles the Teaching Associate to a fee waiver covering 1.0 to 6.0 units per semester they are teaching.
- Hiring time of above 0.2 entitles the Teaching Associate to a fee waiver covering 6.1 or more units per semester they are teaching.

Approved by: Yes No Chair/Director _____ Date _____

Yes No Dean _____ Date _____

OFFICE OF FACULTY AFFAIRS

Term: Fall Spring **Eligible:** Yes No

OFA Signature _____ **Emailed to Bursar's:** _____