

Instructions for Humanities GSI Appointment Request Form

Using the CEP supplemental form, please determine if the file will require CEP approval, if so, complete the CEP GSI Appointment Request Form **and** page 1 of the Humanities GSI Request and submit to the Humanities HR office.

If it is determined the file does not require CEP approval, please complete **both pages** of the Humanities GSI Appointment Request Form which will include the Document Inventory (on page 1) and the Humanities Faculty Mentor Agreement Form (on page 2) and submit to the Humanities HR office.

(Please note on the Humanities GSI Appointment Request form, the second page will automatically populate from the information entered on page 1)

Title: If the student will be advanced to candidacy **prior** to the start of the service period, that is the quarter start date (which is usually earlier than the first day of instruction) then the student shall be appointed in the Teaching Fellow title, please list when the student advanced. (Month and year or quarter and year.) If the student will not be advanced, then they will be appointed in the Associate In title.

Salary: Teaching Fellow salary is a set amount on the Academic Salary Scale, for Associate Ins, Humanities uses the first step of the scale.

Quarters of service: Please list the quarters of service in a GSI title (TF, AI, or TA) just prior to the requested appointment period. If appointing for the following year, please count through the end of the current academic year. If the requested appointment will be beyond the 14th quarter in a GSI title, please include information about the student's completion plan, required for Graduate Division approval.

Citizenship: Please note the visa status. If the student is here on an F1 or J1 visa there is an additional step with ISSS, and an additional paragraph needs to be included in the dean's appointment letter.