

GSI Appointment Form

Revised Spring 2010

INSTRUCTIONS: The hiring division/unit should complete this form and obtain the student's signature at the bottom.

Name: _____ SID: _____
Last First Mi

Hiring division/unit: _____ Contact person: _____

This appointment is for : Fall _____ Spring _____

The appointment step is: Step I Step II Step III Step IV
Only if already approved by Graduate Division

Course number: _____ Instructor name: _____

Note: If this appointment or a combination of appointments exceeds 50%, a letter of approval from the Head Graduate Advisor of the student's academic department must be submitted in advance of the appointment(s).

■ Is the appointee an international student? No Yes

If **yes**, the student must have taken and passed the oral English proficiency test, or be exempt based on established policy.

Please provide: SPEAK score _____ date taken _____
or OPT score _____ date taken _____

If exempt, please state reason: _____

■ Will this GSI teach under the supervision of a faculty member? No Yes

If **no**, this form cannot be used. Please contact the Appointments Unit for further instruction.

■ Will this GSI determine course content? No Yes

■ Will this GSI sign the grade sheet? No Yes

If **yes** to either of the two questions above, this form cannot be used. Contact the Appointments Unit for further instruction.

Appointment Criteria

During the period of the appointment this student must:

1. Have a GPA of at least **3.0**
2. Have no more than 2 incomplete grades in upper division or graduate level classes
3. Be registered and enrolled in a **minimum of 12 units** (except summer and winter breaks) unless already advanced to doctoral candidacy
4. Plan and report absences consistent with hiring unit policy

I have read and/or been informed about the guidelines and policies governing this academic appointment.
To the best of my knowledge, I meet the above criteria for this appointment.

Student Signature

Date