

## Graduate/Research Assistantship Appointment Form

### Faculty member:

- Please complete this form for the Graduate/Research Assistantship you wish to initiate. After its completion, **submit it to the EO support staff in your department.**
- Please ensure the duties and responsibilities are in accordance with a Graduate/Research Assistant position—you can find definitions at the following link: [LINK](#)

**ALL fields below are required—failure to complete all fields will delay processing of the assistantship.**

<input type="checkbox"/> Graduate Assistantship	*OR*	<input type="checkbox"/> Research Assistantship		
Period:	<input type="checkbox"/> Fall 2021	<input type="checkbox"/> Spring 2022	<input type="checkbox"/> Summer 2021	<input type="checkbox"/> *Custom
Start Date:				
End Date:				
Student Name:				
UIN:				
Email:				
Employing Unit				
Percentage of Appointment:				
CFOP Account Number to charge:				
Has the student ever worked for the university?				
Current university employment (if applicable):				

List Employee's Assistantship Duties and their estimated percentage of time performing each duty.

1		
2		
3		
4		
5		
6	<b>**TOTAL (should add up to 100%)</b>	

**\*\*For this field to auto calculate the totals; highlight the 0, then right click the "0" and then select "update field."**

\_\_\_\_\_  
Print Name (Supervisor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal Investigator (Supervisor)