

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Graduate College

204 Coble Hall
801 South Wright Street
Champaign, IL 61820



August 2011

Dear New Teaching Assistant:

On behalf of the Graduate College, welcome to the University of Illinois at Urbana-Champaign. We are glad you have chosen Illinois.

As a graduate student, you are enrolled in the Graduate College, and will want to familiarize yourself with both the campus policies set by the Graduate College and those specific to your degree program. Information on academic policies is available in *The Graduate College Handbook of Policy and Requirements for Students, Faculty, and Staff* at www.grad.illinois.edu/gradhandbook.

In addition to academic policies, there are many policies which govern assistantship appointments for teaching, pre-professional, research, and/or graduate assistants, including those set by the Provost's Office and other governing bodies on campus. Graduate employees need to be aware of policies set by Academic Human Resources, and the University's agreement with the Graduate Employee's Organization (GEO).

Your assistantship is provided as a form of financial support to enable you to pursue your academic work as a graduate student. As you explore the best ways to balance your academic work, your assistantship, and your personal life, we encourage you to work with faculty and staff in the department making the assistantship appointment to arrange a satisfactory schedule. Assistantships are intended to support, not conflict with, your academic work.

If you need assistance, please consult with any one of the Graduate College deans. The Graduate College is located on the second floor of Coble Hall, 801 South Wright Street, Champaign. You may make an appointment by calling 333-0035. You may also visit the Graduate College website, grad.illinois.edu, where you will find additional information for graduate students, including academic policies and procedures that apply to graduate students as well as many events and resources.

I wish you a successful and productive graduate experience here at Illinois.

Sincerely,

A handwritten signature in black ink that reads "Debasish Dutta".

Debasish Dutta
Dean of the Graduate College

Attachment

GENERAL ASSISTANTSHIP POLICIES AND PRACTICES (Fall 2011)

Graduate employees should consult and be familiar with campus policies set by the following units as they pertain to assistantship appointments.

Academic Human Resources (AHR): www.ahr.illinois.edu/grads/index.html – Administers University policies for employees, including graduate employees, hours of work, stipends and leaves. AHR offers graduate employee orientation sessions, and the fall sessions are scheduled (see Upcoming Events below).

Division of Research Safety: www.drs.illinois.edu/training/index.aspx – provides online training that is mandatory for all employees or students working in research labs that have or use biological, chemical, or radiological materials. This training should be completed within the first month of activity in such a lab.

Graduate Employee's Organization (GEO/IFT/AFT/AFL-CIO) – recognized officially as the exclusive bargaining unit for all graduate assistants (GAs) and most teaching assistants (TAs). For assistants represented by GEO, wages, hours, terms and conditions of employment are included in their Agreement with the University of Illinois (www.ahr.illinois.edu/grads/GEO0912.pdf). Teaching assistants not represented in the bargaining unit include those whose assistantships are not waiver-generating, and teaching assistants who are teaching for the first time in one of the following units: Animal Biology, Biochemistry, Cell and Developmental Biology, Chemistry, Germanic Languages and Literatures, Microbiology, Plant Biology, and Psychology.

Provost's Office – requires that graduate teaching assistants attend orientation before beginning any teaching appointment. Before the start of classes, departments either conduct orientation programs for all new teaching assistants or require attendance at the Graduate Academy for College Teaching (which includes sessions about language and culture that meet the University's policy requirements for all non-native speakers of English before they teach in a University of Illinois classroom). For more information, see the Center for Teaching Excellence website at <http://cte.illinois.edu/>.

Upcoming Events

Welcome Reception for New Graduate Students

Monday, August 22, 4:00 - 6:00 p.m., Illini Union (Room 314 A & B)

Grad Student Resource Fair 2011

One stop for answers to questions about campus and community resources

Thursday, September 15, 11:00 a.m. - 2:00 p.m., Illini Union Rooms A, B and C

Graduate Assistant Employee Orientation

Information for teaching, research, pre-professional, and graduate assistants regarding appointments and benefits. Offered two times.

Tuesday, August 30, 3:00 – 4:30 p.m., Illini Union General Lounge

Wednesday, September 7, 9:00 – 10:30 a.m., Illini Union General Lounge