

## ACADEMIC YEAR 2023-2024

Deadlines are approaching for submission of Graduate Assistantship BearPAF's and paper PAF's that contain hire dates outside of the established BearPAF hire dates. Please note the following deadlines:

### DUE BY APRIL 28, 2023:

- Academic Year 2023-2024 REAPPOINTMENTS due by April 28, 2023;
- Fall 2023 REAPPOINTMENTS due by April 28, 2023;
- This deadline applies to GA/RA/TA appointments who were initially appointed for Academic Year 2022-2023 or Spring 2023 and are now being continued into Academic Year 2023-2024. Please ensure that any GA you wish to continue in the fall and/or academic year will have a PAF by the deadline.

### Due by April 28, 2023:

- Summer 2023 NEW and REAPPOINTMENTS due by April 28, 2023.

### Due by July 14, 2023:

- Fall 2023 NEW Appointments due by July 14, 2023.

### Due by November 1, 2023:

- Spring 2024 NEW and REAPPOINTMENTS due by November 1, 2023.

### REMINDERS:

- If the student is appointed as a T.A. for summer 2023 and has NOT attended T.A. training provided by the Graduate College, the student **must contact the Associate Dean of the Graduate College, Dr. Carrisa Hoelscher, by email at [choelscher@missouristate.edu](mailto:choelscher@missouristate.edu) to arrange and complete required T.A. training before May 26, 2023.**
- ***Academic Departments that appoint T.A.'s MUST verify if the student has/has not completed T.A. training AND include that information on the GA BearPAF or paper PAF.***

If you are submitting a paper PAF due to your GA/RA/TA working dates other than the GA BearPAF system will allow, please notify Phillip Raleigh. Your paper PAF is also due no later than: Fall and Academic Year 2023-2024 reappointments are due no later than APRIL 28, 2023. NEW Fall 2023 appointments are due no later than July 14, 2023. New and Reappointments for Spring 2024 are due no later than November 1, 2023. Summer 2023 NEW and reappointments are due no later than April 28, 2023.

Fall 2023, Spring 2024, and Academic Year 2023-2024 students that are appointed as new T.A.'s **MUST attend T.A. Orientation and Training provided by the Graduate College.**

**Academic Departments MUST verify** if the student has/has not previously completed T.A. Orientation and Training provided by the Graduate College **AND include that information on the GA BearPAF or paper PAF.**

**If you have an international student that you are appointing as a new TA, be sure that you read and follow all instructions listed in the English Competency Process and Exam Form. These instructions can be located in the Blackboard Community - Graduate Education Toolkit.**

**Late GA BearPAF's and paper PAF's will not be accepted past the posted deadlines.** If you miss the posted deadline, you will still have the option to hire the student, but you will need to go through Student Employment and hire them as a graduate student worker. The graduate student worker employment does **not** come with a fee waiver so those costs would have to be covered by the department or the student, depending on what has been promised to the student.

**As a reminder, your GA/RA/TA cannot begin work unless, and until, they have signed and returned the Graduate Assistant Employment Form to the Graduate College.** Their status in the GA BearPAF system will not show complete until the signed form has been returned to the Graduate College by the student. The person in your department who entered the GA BearPAF into the system can go in and check the status of each entry to make sure that student has been cleared. This person can access the information by going into the "My Past Actions" tab of the GA BearPAF system. If not cleared, they will need to contact Phillip Raleigh at 836-5335 to inquire as to what is needed and Phillip will advise so that the student and department remain in compliance.

## **COMPLIANCE TRAINING FOR GRADUATE ASSISTANTS:**

Specific information on Compliance Training requirements for GAs is as follows:

To create a positive learning, working, and living environment, the University must provide an atmosphere free of discrimination and harassment. To achieve these goals, a compliance training program has been developed to inform, educate, and guide members of the University community on sexual harassment and discrimination. New employees must complete these compliance trainings within the first 30 days of commencing employment with the University. **The 30 days do not start until the GA has received an email to notify them that the training modules are available to them through My Learning Connection.** To access My Learning Connection, the GA will need to log into their My Missouri State account.

Graduate assistants work in a variety of offices and academic departments across the University and routinely work with sensitive student information and data. **To provide more awareness and training to assist graduate assistants in maintaining confidentiality of records and keeping information secure, Family Educational Rights and Privacy Act (FERPA) Training and Information Security and Awareness Training have been added, effective January 1, 2021, to the required compliance training for new graduate assistants.**

These training modules will be added to the Work Tab/My Learning Connection of new graduate assistants. **Once a training module is completed, the student should print (or print to PDF to email) the completion certificate and provide it to her/his immediate supervisor. It is the responsibility of the hiring unit to monitor for non-compliance.**

Please do not hesitate to contact the Graduate College **and speak with Phillip Raleigh** if you have any questions about this process.