

## UNIVERSITY OF NEW BRUNSWICK

## School of Graduate Studies

## GRADUATE TEACHING ASSOCIATE - GTA

**1. Background**

A number of graduate programs make use of stipendiary instructors on a regular basis. While these people have specialized expertise in their subject area, often in association with their current employment, many do not have graduate degrees and they are not actively involved in research. The current designation of Honorary Research Associate (HRA) is therefore inappropriate for what they do because stipendiary course providers are not associated with supervising the research of graduate students nor are they collaborating in the research of faculty members. Instead, they are drawing upon professional expertise for the teaching of graduate students in certain disciplines.

**2. Appointment Process**

- Any Graduate Academic Unit (GAU) at the University may nominate individuals for appointment as Graduate Teaching Associates. Nominations should be sent to the Dean of Graduate Studies on a completed "GTA Application for Appointment" form.
- Such nominations will be brought for approval to the Executive Committee of the School of Graduate Studies. The names of those approved will be forwarded to Senate for information only.
- In cases where the GTA's course would begin before the next meeting of the Executive Committee of the Graduate School, the appointment of the GTA may be provisionally approved by the Dean of Graduate Studies (or designate) with the understanding that the application will be brought to the next Executive Committee meeting.
- A Graduate Teaching Associate will be appointed for up to a four year term. The appointment will be renewable for additional four year terms subject to mutual agreement of the GAU, the nominated individual, and the Dean of Graduate Studies. Written renewal requests from the GAU's Director of Graduate Studies to the Dean of Graduate Studies will outline the applicant's previous teaching performance (including student evaluations where appropriate) and will be accompanied by a current curriculum vitae of the applicant.
- If the Dean of Graduate Studies does not agree to the reappointment of a GTA, the Director of Graduate Studies in the GAU may bring the applicant forward to the Executive Committee of the Graduate School.
- The designation of Graduate Teaching Associate (GTA) is intended to permit hiring of stipendiary instructors only when regular faculty are not available or are not qualified to teach the designated courses.

**3. Definitions and Opportunities**

Graduate Teaching Associates will be permitted to present courses in their area of expertise on a stipendiary basis as the need arises. GTAs will not serve on thesis/report supervisory or examination committees nor will they be automatically eligible to present courses in other GAUs. GTAs will not be listed in the Calendar.

**Approved by the Executive Committee of the School of Graduate Studies on January 7, 2002. Revisions approved January 10, 2019**

UNIVERSITY OF NEW BRUNSWICK  
School of Graduate Studies

GRADUATE TEACHING ASSOCIATE  
Application for Appointment

Name:

Address

Address (con't)

Telephone:

Fax:

Email address:

Name and Address of Employer:

Academic Experience:

Degrees/Qualifications	College/University	Country	Discipline	Year
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Professional Associations/Licenses:

Positions	Institutions	Dates
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Courses or subject areas to be taught by the applicant:

Applicant's expertise in relation to these courses (including relevant licenses, certificates, awards, etc.):

Justification for appointment:

GAU:

DoGS's Signature: \_\_\_\_\_

Chairperson's Signature: \_\_\_\_\_

Faculty Dean's Signature: \_\_\_\_\_

Date:

Please attach an up-to-date c.v.