

## Checklist for Graduate Teaching Assistant Appointment

1. Submit Proposal for Graduate Teaching Assistant Appointment to VPAA
2. Complete the UWG Verification of Qualifications for Graduate Teaching Assistants form. Forward a fully approved original copy to the Provost Office along with the following:
  - a. ( ) Original Advance Data for Banner sheet
  - b. ( ) Resume
  - c. ( ) Original transcripts (including current program)
3. Send the PAR to the Graduate School