



ACADEMIC AFFAIRS: TEACHING ASSISTANT CHECKLIST

Name	SamID	Department/School
Annual Salary	FTE	Start Date

Electronic Personnel Action Form (EPAF)

Offer Letter

Vita/Resume

[Application for Assistant Instructorship](#)

Transcripts

[English Language Proficiency Form](#)

Acceptance Letter

3 Letters of Recommendation

Notes:

- Please ensure the Graduate Teaching Assistant has a minimum of 18 graduate semester hours in their teaching discipline (reference Academic Policy Statement [890303](#))
- Please ensure documents required by Human Resources are submitted for processing.