

GTA Probation Steps

- 1) All GTA's receive (paper or electronic copies) of the GTA agreement that outlines standards associated with the position
 - a) GTA's sign/acknowledge this agreement thereby agreeing to the terms/conditions of the GTA role. Specifically, they read and acknowledge that their GTA appointment is made on a semester-to-semester basis and renewal of the appointment depends upon satisfactory performance of GTA duties during prior appointment periods.
- 2) Procedures for Addressing Unsatisfactory GTA Performance:
 - a) A judgment of unsatisfactory performance is based on consistent and serious difficulties in fulfilling any of the expectations describe the GTA Agreement.
 - b) GTAs who exhibit one or more problems meeting expectations will receive a warning notification, in writing/via email, of their unsatisfactory performance and the notification will identify the cause(s) for the unsatisfactory performance.
 - c) GTAs who receive a warning notification of concerning performance must arrange a meeting with the course supervisor, advisor, graduate programming coordinator/Administration to discuss the problems, determine actions to be taken, and determine standards of expectations for future performance.
 - d) If a GTA consistently exhibits one or more problems throughout the semester while failing to meet expectations for improvement, the Administration will judge the performance as unsatisfactory and recommend future actions, including but not limited to:
 - i) restriction of appointments to less demanding assignments (applicable for extenuating life circumstances)
 - ii) renewal of a full or partial appointment on a one-semester probationary basis detailing expectations and metrics
 - iii) non-renewal of a GTA appointment
 - e) The advisor will be part of the conversations and documentation from the beginning of the process and the student will be assigned to work with the advisor or other faculty member during the probation semester (no GTA with documented performance problems will be assigned to a graduate student).
 - f) In the case that the problems leading to unsatisfactory performance are severe, the Administration may act to recommend dismissal of the GTA assignment in progress to the Graduate School.
- 3) Students terminated for failing to perform assigned duties and functions in a timely and competent fashion must be given due process as outlined in the Terms and Conditions of Appointment found in the CSU Graduate and Professional Bulletin.