

# Individual Engagement for Pay in KAUST-Led-Fee-for-Service Activities



## Special Programs Teaching Assistant Request Form

### TEACHING ASSISTANT'S INFORMATION

Teaching Assistant's Name: \_\_\_\_\_

KAUST ID: \_\_\_\_\_ Major: \_\_\_\_\_

Division: \_\_\_\_\_

### COURSE INFORMATION

Course Title: \_\_\_\_\_

Course Instructor: \_\_\_\_\_ Location: \_\_\_\_\_

Class Capacity: \_\_\_\_\_ Cost Center/PID: \_\_\_\_\_

TA No. of Hours: \_\_\_\_\_ No. of Days: \_\_\_\_\_  
(day = 8 hrs)

TA Day Rate (\$): \_\_\_\_\_ TA Start Date: \_\_\_\_\_  
(mm/dd/yyyy)

Total Amount Payable (\$): \_\_\_\_\_ TA End Date: \_\_\_\_\_  
(mm/dd/yyyy)

### DESCRIPTION OF WORK (max. 450 characters)

#### To be completed by Program Director / Supervisor:

1. Is this payment request in accordance with the relevant Policy document, including the Schedule of Delegations and Authorities? **Yes** **No**
2. Is the individual currently engaged as a TA during the same requested period? **Yes** **No**
3. Has the approval of the individual's Advisor/PI been obtained? **Yes** **No**

#### Teaching Assistant:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Program Director / Supervisor:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### Provost:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** A Teaching Assistant may not provide final grades. A student's commitment as a Teaching Assistant should not exceed 10 hours per week or the maximum cumulative total in any given semester (150 hours in Fall or Spring based on 15 weeks in a semester and 70 hours in Summer based on 7 weeks in a semester). A student will not be allowed to complete more than one Teaching Assistantship or any other form of an internship at the same time in any given semester.