

DEPARTMENT OF EAST ASIAN LANGUAGES AND CULTURES GTA TERMS

When the Department of East Asian Languages and Cultures (EALC) at K.U. has openings for **Graduate Teaching Assistants in Eastern Civilizations, Chinese, Japanese, Korean, or other East Asian languages**, the following terms should be understood and complied with for the duration of the appointment:

- Applicants for GTA positions **must be available to attend the New GTA Training Seminar in mid-August or mid-January** if a first-time GTA at K.U.
- Employment status will depend on the applicant's student status and K.U. work history. GTAs must be enrolled in a minimum of six (6) credit hours and will receive a **50% tuition waiver** for a 25% appointment or a **100% tuition waiver** for a 50% appointment.
- International and non-native English-speaking applicants are required to prove spoken English proficiency for K.U. employment. Acceptable documentation of English proficiency includes a minimum score of 50 on the SPEAK or TSE, or a score meeting or exceeding Employment requirement minimums earned within the last 2 years. English Proficiency Admission and Employment Requirements are posted on the [Office of Graduate Studies site](#).
- GTA appointments are governed by the [Memorandum of Agreement \(MOA\)](#) between the University of Kansas, Lawrence, the Kansas Board of Regents, and the Kansas Association of Public Employees. GTA appointees are expected to review the Memorandum of Agreement upon each Academic Year appointment.
- GTA appointees are expected to understand the University of Kansas, Lawrence has established limits on appointments to graduate teaching assistantships (summer appointments excluded) and the department is not beholden to fund students through GTA appointment for the entire duration of graduate study due to these limits. Time limits are determined by degree level and are defined in the [Time Limits of Appointments of Graduate Teaching Assistants policy](#).
- GTAs must also meet all conditions of appointment eligibility as described in the [Graduate Teaching Assistant Appointment Eligibility policy](#).

DEPARTMENT OF EAST ASIAN LANGUAGES AND CULTURES GRADUATE TEACHING ASSISTANT APPLICATION CONSIDERATIONS

LANGUAGE COURSE APPLICANTS:

- MINIMUM REQUIREMENTS:**
1. K.U. graduate student status, for GTA positions
 2. B average or above work at K.U.
 3. Native or near-native fluency in language of study
 4. Speaking score that meets or exceeds University Employment minimums or score of 50 or better on the SPEAK test at the Applied English Center

- PREFERRED REQUIREMENTS:**
1. Language teaching experience
 2. Graduate coursework in language teaching, linguistics or related fields

All applicants should submit: A cover letter describing background and qualifications for the position, a resume/C.V., both undergraduate and graduate transcripts (or Degree Progress Report), and two letters of recommendation. Digital submissions are preferred.

Non-native speakers of English must provide documentation of English proficiency by showing a minimum score of 50 of the SPEAK or TSE, or a 22 or higher on the speaking portion of a TOEFL exam completed within the last two (2) years.

International students who have not yet taken the SPEAK test should contact the Applied English Center, 204 Lippincott, as soon as possible to schedule an appointment for the next test date.

EASTERN CIVILIZATION COURSE APPLICANTS:

- MINIMUM REQUIREMENTS:**
1. KU graduate student status
 2. Completion of 9 hours of coursework in East Asian studies, other than language classes, pertaining to China/Japan/Korea, with a 3.5 GPA in those courses
 3. A sincere willingness to apply oneself in order to make up any deficiencies in training

- PREFERRED REQUIREMENTS:** Nine *graduate-level* semester hours in East Asian courses or equivalent, with a 3.5 GPA in those courses. In the event of similar qualifications among the finalists, preference will be given to applicants majoring in EALC or in East Asian studies in other departments.

All applicants should submit: A letter of application describing their background and qualifications for the position, a resume/C.V., both undergraduate and graduate transcripts (or Degree Progress Report), and two (2) letters of recommendation.

Non-native speakers of English must provide documentation of English proficiency by showing a minimum score of 50 of the SPEAK or TSE, or a 22 or higher on the speaking portion of a TOEFL exam completed within the last two (2) years.

International students who have not yet taken the SPEAK test should contact the Applied English Center, 204 Lippincott, as soon as possible to schedule an appointment for the next test date.

The University of Kansas is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified people regardless of race, religion, color, sex, sexual orientation, disability, veteran status, national origin, marital status, parental status, gender identity, gender expression, age or ancestry.