

## UIS Graduate Assistantship Program

### Important Dates for 2020-2021

Monday August 17 <sup>th</sup>	2020-2021 Appointment begins; First day of work Mandatory Orientation (online) 1:00 pm-3:00 pm via ZOOM
Monday August 24 <sup>th</sup>	<i>Work Schedule</i> due in GA Office
Monday August 24 <sup>th</sup>	Fall 2019 semester begins <b>Reminder:</b> The last day to drop a full-term course without financial obligation is 9/4/19
Monday September 7 <sup>th</sup>	Labor Day Holiday, Campus Closed -This is a paid holiday; assistants are not required to work.
Wednesday September 16 <sup>th</sup>	First monthly stipend issued for appointments that started on 8/16/20
Friday September 25 <sup>th</sup>	Deadline for student insurance exemption paperwork to be submitted
Thursday November 26 <sup>th</sup> & Friday November 27 <sup>th</sup>	Thanksgiving Recess -This is a paid holiday; assistants are not required to work.
Friday December 4 <sup>th</sup>	<i>End of Year Evaluation and Assistantship Exit Survey</i> due in GA Office for appointments ending 12/15/20  OR <i>Mid-Year Formative Evaluation</i> due in GA Office
Monday December 16 <sup>th</sup>	Last stipend issued for appointments ending 12/15/20
Saturday December 12 <sup>th</sup>	Fall 2020 semester ends
Thursday, December 24 <sup>th</sup> through Friday January 1 <sup>st</sup>	Winter Recess -This is a paid holiday; assistants are not required to work.
Monday January 4 <sup>th</sup>	<i>Returning Assistants</i> resume working
January 13 <sup>th</sup>	Spring 2021 semester begins
Monday January 18 <sup>th</sup>	Martin Luther King, Jr. Holiday, Campus Closed -This is a paid holiday; assistants are not required to work.
Tuesday January 19 <sup>th</sup>	First day of work for all <i>New Assistants</i> (Spring 2021 hires)
Friday January 22 <sup>nd</sup>	<i>Work Schedule</i> due in GA Office* *newly appointed Assistants ONLY (hired to start Spring 2021)
Monday February 15 <sup>th</sup>	First full monthly stipend issued for appointments that started 1/16/21
Friday February 19 <sup>th</sup>	Deadline for student insurance exemption paperwork to be submitted
Monday March 1 <sup>st</sup>	<i>Assistant's Request for Reappointment</i> due in GA Office - ALL Assistants must complete this form, even if not returning for 2021-22

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Tuesday March 2 <sup>nd</sup>	Supervisors: <i>Assistantship Reappointment Endorsement</i> due to GA Office* *Only for Assistants returning for 2021-22
Monday March 15 <sup>th</sup> through Friday March 19 <sup>th</sup>	Spring Recess -This is a paid holiday; assistants are not required to work.
Wednesday May 5 <sup>th</sup>	<i>End of Year Evaluation</i> due in GA Office -All Assistants  <i>Exit Survey</i> due (online) -Only Assistants not returning for 2021-22
Saturday, May 15 <sup>th</sup>	Semester Ends/Commencement
Tuesday May 17 <sup>th</sup>	Last monthly stipend issued; 2020-21 appointments end 5/15/21