GD-Graduate Contract Form

### General Contract Details

For more information on the Graduate Contracts visit [https://www.mines.edu/graduate-studies/graduate-contracts/](https://www.mines.edu/graduate-studies/graduate-contracts/)

**Select a term:**

- [ ] Fellowship Contract
- [ ] Student Lecturer Contract
- [ ] Hourly Contract
- [ ] RA/TA/GTF Contract

Some, but not all, graduate student employment opportunities require a criminal background check. Please review the policies linked below to determine legal applicability. Per the Colorado School of Mines Background Investigation Policy ([https://www.mines.edu/policy-library/background-investigation-policy/](https://www.mines.edu/policy-library/background-investigation-policy/)) and our Protection of Minors policy ([https://www.mines.edu/policy-library/protection-of-minors/](https://www.mines.edu/policy-library/protection-of-minors/)), this contracted role:

If you have questions regarding the background check requirement, please reach out to [recruitment@mines.edu](mailto:recruitment@mines.edu) for assistance.

- Does need to complete a background check prior to hire.
- Does not need to complete a background check prior to hire.

### Background Check Status

Please refer to link above for specific guidelines regarding background checks and email recruitment@mines.edu for clarification.
### Hourly Contract

<table>
<thead>
<tr>
<th>Appointing Department</th>
<th>Hourly Contract Begin Date</th>
<th>Hourly Contract End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>08/19/2024</td>
<td>12/13/2024</td>
</tr>
</tbody>
</table>

Note that these dates will autopopulate for the semester but can be modified if needed.

#### Supervisor Information

- **Last Name**: 
- **First Name**: 
- **Email Address**: 
- **Department**: 

Please fill out Department, Supervisor last name, and pay information.

#### Hourly Pay Rate

- **Total Work Hours Expected (per week)**: 
- **Estimated Contract Pay**: 

Please indicate how much of the pay should be allocated from each relevant Worktag, totaling up to 100%.

#### Hourly Funding Sources

<table>
<thead>
<tr>
<th>Driver Worktag</th>
<th>Revenue-Spend Category</th>
<th>% Allocation</th>
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</table>

Please indicate how much of the pay should be allocated from each relevant Worktag, totaling up to 100%.

#### Webtime Approver

- **Last Name**: 
- **First Name**: 
- **CWID**: 
- **Position Number**: 

Comments/Conditions

- Select box to continue with form submission
- Save contract as a draft