



**WAYNE STATE
UNIVERSITY**

Department of Music

**GRETCHEN VALADE GRADUATE ASSISTANTSHIP IN JAZZ
AWARD PROCEDURE & RECORD**

NAME OF RECIPIENT: _____ **SEMESTER/YEAR GTA BEGINS:** _____

DEPARTMENT CHAIR (“DC”)

GV ENDOWED CHAIR IN JAZZ (“GVCJ”)

GRADUATE OFFICER (“GO”)

OFFICE STAFF/SUPERVISOR (“OS”)

STEP	DESCRIPTION	RESPONSIBILITY	TARGET	COMPLETED
1	Prepare application announcement	DC, GVCJ, GO	Oct 15	
2	Publicize application announcement	DC, GVCJ, OS	Nov 15	
<i>Actual Application Deadline:</i>				
3	Receive and organize applications	GO, OS	Feb 15	
4	Committee reviews applications	GVCJ, GO, jazz faculty	Feb 21	
5	Interview leading candidates	GVCJ	Mar 1	
6	Recommend list of finalists to committee	GVCJ	Mar 7	
7	Committee selects GV GA recipient	GVCJ, GO, jazz faculty	Mar 14	
8	Recommend selected recipient to DC	GVCJ	Mar 14	
9	Review, interview, and approve recipient	DC	Mar 21	
10	Notify recipient of GV GA selection	GVCJ	Mar 28	
<i>Actual Date Recipient Accepts GV GA Position:</i>				
11	Notify HR of recipient acceptance	DC, GO, OS	Apr 15	
12	Establish GV GA schedule and responsibilities	DC, GVCJ	May 1	
13	Set orientation meeting(s) with recipient	GVCJ	May 15	
14	Send completed “GV GA Award Procedure & Record” form (<i>this document</i>) to DC, GO, and OS	GVCJ	June 1	

All procedures to be conducted in accordance with the agreement establishing the GV GA and applicable Department, College, and University policies.