

POLICY ON THE EMPLOYMENT OF GRADUATE ASSISTANTS: GRADUATE TEACHING ASSISTANTS/GRADUATE RESEARCH ASSISTANTS/ADMINISTRATIVE GRADUATE ASSISTANTS

Qualifications for Appointment

1. Graduate Assistants must be unconditionally admitted to the Graduate School, must be enrolled full time in graduate degree programs, and must be making progress toward their degrees. To retain their assistantships, students must maintain at least a 3.00 (B) cumulative average. If at any point the cumulative average falls below 3.00 or the number of credit hours becomes less than nine (9), the graduate assistant will be withdrawn from the program. During the last semester of matriculation, the Graduate Assistant may enroll in less than the above credit load.
2. Graduate Assistants are university employees as well as students and are expected to meet their instructional, research, or administrative obligations. They will work under the supervision of an assigned faculty member or administrator.
3. Graduate Assistants must be full-time students and half-time employees, working 20 hours a week.
4. Graduate Assistants may not teach courses which carry graduate credit. Further, they may not enroll in courses for which they have assigned responsibilities.
5. Graduate Assistants who have accumulated fewer than 18 semester hours of course work in their instructional fields should not be given primary teaching responsibilities. They may work in laboratories and clinics.

Appointment Procedures

1. Appointments will be recommended by departmental chairpersons and approved by the Dean of the college. Appointments will be processed through the Dean of the Graduate School who has primary responsibility for the coordination of graduate assistantships. To the extent possible, appointees will be placed in positions related to their academic specialties.
2. Graduate assistantship appointments are usually for a full semester or academic year (September-May). Appointments may also be made for the summer as provided by externally funded grants or contracts.
3. A letter of appointment will be given the Graduate Assistant by the department chairperson and will define the following terms of employment:
 - a. Hours of employment expected (6 or 8 hours teaching or 20 clock hours per week);
 - b. Minimum and maximum course loads (not fewer than 9 or more than 12);
 - c. General description of duties;
 - d. Name of supervisor.
4. Graduate Assistants shall be provided with job descriptions. Employers are encouraged to give Graduate Assistants assignments which will advance the students' academic skills and

knowledge. Copies of job descriptions for each employee should be filed with the Graduate School.

5. Graduate Assistants will have the responsibility to contact their supervisors on the appointment date specified in the contract. The supervisors will be responsible for conducting any necessary orientation and training.
6. Graduate Assistants should be notified in writing about decisions which affect their status as assistants. They should be notified about evaluation procedures, and expect to confer with their supervisors about the results of the evaluations.

Responsibilities

1. Graduate Assistants are to work closely with their supervisors in the discharge of assigned duties while at the same time making progress toward the completion of their degree programs.
2. Graduate Assistants are expected to adhere to the policies and regulations of the university as published in the faculty and student handbooks.
3. Graduate Assistants are advised that should they not fulfill conditions of their employment contracts, they may be obligated to repay monies to the university.
4. Graduate Assistants who voluntarily resign their positions should communicate their intent in writing to the supervisor and the Graduate Dean.

Reappointment

1. There will be at least one formal evaluation of the Graduate Assistant's work each semester. Areas of excellence as well as areas of inadequacy should be discussed and recorded. Supervisors should have ongoing discussions with the Graduate Assistants regarding their performance.
2. Reappointment to an assistantship is not automatic; however, those Graduate Assistants who perform well and who are making progress toward completion of their degrees will be given priority. Both appointment and reappointment decisions will be based upon departmental needs and the university's financial resources.

THIS POLICY WAS REVISED AND APPROVED BY THE GRADUATE COUNCIL ON OCTOBER
14, 1993.