
GRADUATE ASSISTANTSHIPS

PURPOSE: To define the types of appointment, the scope of duties, the conditions and benefits of appointment, and the appointment procedure.

I. Responsibility: Graduate Dean or Dean's designee.

II. Policy Statement

A. Type of Assistantship Appointments:

1. Graduate Assistantship
2. Graduate Research Assistantship

B. Scope of Duties:

1. Graduate Assistants are graduate students who provide classroom and laboratory services under the supervision of full-time members of the faculty. Other duties of a non-teaching nature may be assigned by the department in which the Assistant holds an appointment.
2. Graduate Research Assistants provide services and perform duties as directed by the faculty research investigator in charge of the project to which the student is assigned. Other duties may be assigned by the department in which the Assistant holds an appointment.

C. Conditions of Appointment:

1. Graduate Assistantship appointments require service to the University in an amount not to exceed 20 hours per week for full-time appointment or 10 hours per week for half-time appointment. Appointment is made for a period not to exceed one (1) academic year. Appointments may be renewable at the discretion of the department.
2. Graduate Research Assistantship appointments vary in duration and in service requirements, the amount and type of service being determined by the requirements of the individual project. Normally, service will not exceed 20 hours per week.
3. The University requires that Graduate Assistants and Graduate Research Assistants enroll for a minimum of nine (9) credit hours, but not more than twelve (12) credit hours each semester. The Graduate Dean may approve an adjustment to these credit hour requirements upon receipt of a written request with justification from a department or graduate program coordinator.
4. An Assistantship award may be revoked at any time by the department for just cause such as unsatisfactory performance of assigned duties, dereliction of duties, insubordination, unsatisfactory academic performance, unsatisfactory progress toward the degree, a felony conviction, or for any other cause of similar magnitude as determined by the department and the Graduate Dean.

D. Stipend and Benefits:

1. The stipend for Graduate Assistants is set annually by the chair of the department offering the Assistantship, in consultation with the Graduate Dean and with the Provost. All registration and tuition fees are waived for the duration of the Assistantship appointment. Graduate Assistants in Education programs will receive a fee waiver for the summer session in which they enroll for the sequence of required "core" courses. No other benefits are granted or implied by the terms of an Assistantship except those specifically identified in this policy. Graduate Assistants are not allowed to pursue other gainful employment on campus during the term of their appointment.
2. The stipend for Graduate Research Assistants is determined by the guidelines of the research project to which they are assigned, but will not be less than the federal minimum wage rate. Registration and tuition fees are not waived for Graduate Research Assistants, unless provided for by the grant or by the Graduate Assistant's academic department.

E. Appointment Procedure:

1. A student will submit an Application for Graduate Assistantship and any other materials that may be required to the academic department in which the student plans to do graduate work. The department will evaluate all applications, assign awards, and notify all applicants of their appointment or nonappointment as soon as possible after decisions have been made.
2. An Employment Action Form is to be prepared by the department supervising a student appointed to a Graduate Assistantship or Graduate Research Assistantship. The EAF form is to be completed prior to the effective date of appointment and submitted to the Graduate Dean's office.
3. Upon approval of the appointment, a contract will be offered to the student by the Graduate Dean, accompanied by an official letter confirming the appointment. The student must sign and return the contract to the Graduate Dean in order to complete the appointment procedure.