

## **GRADUATE ASSISTANTSHIPS POLICIES IN THE COLLEGE OF EDUCATION & HUMAN DEVELOPMENT**

### **General Policies**

- Graduate students appointed to an assistantship must be unconditionally admitted to a College of Education graduate degree program.
- GAs who teach are expected to abide by the same policies and standards as regular faculty.
- Re-assignment of a GA to a faculty member or a department is conditional upon evaluations and justifications for the position that have been completed and sent to the Research Office.
- All GAs will have a faculty supervisor who is responsible for the quality of the Assistantship experience and for the use of the GA as a college resource. All supervisors will submit a formal evaluation of the graduate assistant under their charge each year (See Supervisor Guidelines).
- All GAs are expected to complete and maintain certifications and required trainings for compliance with research integrity policies.

### **Hours/Pay**

- Monthly stipends are typically \$1500 per month for Doctoral Students. Stipends are held at the same level as the prior year unless an increase is approved by central administration.
- GAs are expected to average 20 work hours per week and satisfactorily perform the tasks assigned. Failure to do so will result in termination of the assistantship. No vacation time, personal leave time, or sick time is accrued during the period of appointment. The supervisor must approve arrangements for necessary personal leave in advance, and students are expected to make up any such hours missed within a reasonable amount of time prior to or following such absence. GA's are responsible for arranging their schedules to adequately meet their work assignments.
- GAs should log their hours each week, supervisors should monitor these resources.
- An employment packet (available in departmental offices) is to be completed by the GA, after which it is submitted to the Education Business Office for final completion and submission to Payroll. This action must be completed prior to the first day of employment.
- Assistantships funded through external funds (e.g. a grant), the stipend amount and tuition remission funds are contingent on the available grant funds and approval of the Project Director.
- Extra pay for performance of duties above and beyond the assistantship must have prior approval of the CEHD Research Office and SIGS. Supervisors must furnish justifications and assurances in order for such requests to be considered. Supervisors must indicate, in writing to the Associate Dean for Research that this work is justified for this student and that the work to be performed: 1) aligns with the student's career or education goals, and 2) will not impede the student's progress towards the completion of their degree.

### **Terms of Assistantship**

- A maximum of 2 years of support will be granted to a master's degree candidate and a maximum of 3 years of support will be granted to a doctoral degree candidate. Each assistantship will be reviewed annually for both continuance and assignment.
- The period of appointment for 12 month positions is July 1 through June 30; for 10 month appointments August 1 through May 31. GAs are expected to maintain their work hours during these periods. Deviations from this calendar should be detailed in a written agreement and justified by the supervisor. GAs who start later in the academic year (e.g. some GAs start August 1 in their first semester) will have their salary pro-rated to match the time worked.
- Upon approval, an appointment letter will be sent from the GA coordinator stating the stipend amount and the beginning/end dates of the appointment. The student is to sign and return one copy indicating acceptance of the conditions.
- Re-appointment is conditional upon the annual review of the GA by the supervisor, and upon the approval of the Dean. Evaluations and justifications must have been completed and sent to the Research Office.

### **Tuition and Benefits**

- Tuition remission cannot be transferred from student to student or program to program.
- GA's are responsible for submitting a tuition remission form for fall/spring semesters, and a separate form for summer. These forms should be submitted to Murphy Shields.
- Summer tuition is normally paid based on prior appointment (e.g., Summer 2003 tuition is covered under an appointment from July 2002 through June 2003).
- GA's must register as full-time students and remain in good academic standing. For a 12-month appointment full-time status consists of completing 9 hours in both the spring/fall semesters and 6 hours in summer. For a 10-month appointment full-time status would consist of completing 9 hours in both the spring/fall semesters. If placed on academic probation or in conditional status, the assistantship will be terminated. Registration for candidacy is considered full-time status.

- The College of Education will provide 24 credit hours of tuition remission each fiscal year for 12-month appointments (combined fall, spring, and summer semesters) and 18 credit hours of tuition remission for 10-month appointments (combined spring and fall semesters). Students who register for additional hours or distance ed courses and subsequently incur additional fees will be responsible for those costs.
- The College of Education will provide the option for Health Insurance Coverage to GA's through the term of the assistantship.