

APPOINTMENT OF GRADUATE ASSISTANTS FAM 643.4

Nature of the Position:

The Graduate Assistant position is intended to:

- 1) Provide graduate students with part-time employment offering practical experience in fields related to their advanced study;
- 2) Provide professional non-teaching assistance to faculty members.

Graduate Assistants may not be assigned full responsibility for a class, but they should be assigned to assist faculty in the direct instructional program. Graduate Assistants may supervise students in a classroom, workshop, or laboratory. They may assist in research and help faculty prepare course materials and evaluate students' work. They may tutor. Graduate Assistants are not to be responsible for the instructional content of a course, for selection of student assignments, for planning examinations, or for determining the term grade for students, nor are they to be assigned responsibility for instructing the entire enrollment of a course, or for providing the entire instruction of a group of students enrolled in a course.

Graduate Assistants must be enrolled 5th year or graduate students.

Nature of the Appointment:

Although a "full-time" Graduate Assistantship is intended to require approximately 20 hours per week, Graduate Assistants should be assigned responsibilities without regard to the specific number of hours required, in the same manner as faculty. Advertisements for Graduate Assistants should stress that the salary is a stipend for work during the academic year or term and is not an hourly rate. The full stipend is earned upon completion of the work required and the faculty member's certification of such completion. Appropriate appointment fractions for Graduate Assistants are 1/4, 1/2, 3/4 and full time.

Funding:

Graduate Assistants are appointed from faculty salary funds through the conversion of regular positions to Graduate Assistant positions. Systemwide policy limits such conversions to a total of 2% of the University's faculty budget.

Procedure for Appointment:

To appoint a Graduate Assistant, the College Dean should:

1. Set up a folder which includes:
 - a. Biographical Statement
2. Send a completed Graduate Assistant Appointment Form to the Office of Academic Personnel for approval and processing.

Procedures for Terminating and Replacing:

To terminate a Graduate Assistant before the expiration of his term of appointment, the College Dean should send a memo to the Personnel Office stating when the appointment is to be terminated and the reason for the termination. Replacements may be appointed (FSA 79-33, Sup. No. 1), but the reason for such action must be so noted in the Graduate Assistant Appointment form.