

## INSTRUCTIONS/GUIDELINES FOR PROCESSING GRADUATE ASSISTANT AWARD FORMS

**GRADUATE ASSISTANTSHIP AWARD AND EMPLOYMENT AGREEMENT FORMS FOR INTERNATIONAL GRADUATE ASSISTANTS MUST BE APPROVED BY THE INTERNATIONAL STUDENT DIRECTOR BEFORE THEY ARE SUBMITTED TO THE GRADUATE SCHOOL. AWARD FORMS FOR INTERNATIONAL GRADUATE TEACHING ASSISTANTS MUST INCLUDE THE REQUIRED SPEAK SCORES, DATE OF ORAL EXAM, AND NAMES OF PARTICIPANTS IN THE ORAL INTERVIEW.**

- A. A graduate student may hold an assistantship funded via university allocations for one (1) masters degree or dual degree program. Masters students may hold an assistantship for up to six semesters (excluding summers). Ph.D. students may hold an assistantship for up to eight academic semesters (excluding summers). Departments may grant extended funding beyond these limits up to 8 semesters respectively for research assistantships if such funds are provided via external (non-university-allocated) sources. (Revised by Graduate Council, Oct 19, 2017).
- B. Job descriptions **must accurately reflect the research, teaching, administrative duties** being performed by the graduate assistant. The designation of research, teaching, or administrative assistant should be based on the **majority** of the work performed by the graduate assistant. Definitions approved by the Graduate Council are listed below.

### **Graduate Teaching Assistant**

A Graduate Teaching Assistant (GTA) serves an instructional role in a class or laboratory offered by an academic unit for credit. The GTA need not be the instructor of record. Duties may include actual instruction in a classroom setting; leading discussion sessions; conducting help and/or tutoring sessions; assisting with laboratory setup; helping faculty prepare lectures and course materials; grading papers, exams, laboratory reports, projects, and class homework; coaching; and performing other duties pertaining to the instructional mission of ESU. Off-campus, online GTAs contracts must clearly detail the work assignment and the supervisory structure that will oversee their work.

All teaching assistants are required to complete course work, or equivalent, in instruction provided by their respective department to assure knowledge of the teaching processes and effective instruction. This factor is a condition of employment. Exemptions may only be granted by the Dean of the Graduate School (contact the Graduate School to clarify exemption guidelines).

Master's level GTA may teach courses at the 100-200 level. With department chair approval, GTA's may also teach courses at the 300 level. GTA's may not teach courses at the 400-500 level without approval from the Department Chair, College/School Dean, and Graduate Dean.

GTAs tuition waiver is limited to a maximum of 12 graduate credit hours per semester. GTAs will be responsible for paying additional credit hours over the 12 credits. This waiver does not include waiver of any fees and is for the actual semester of appointment only. (Revised by the Graduate Council April 13, 2017).

GTAs must work twenty hours per week for a complete semester in order to be eligible for the tuition waiver.

### **Graduate Research Assistant**

The primary function of a Graduate Research Assistant (GRA) is to assist a faculty member in an academic department with her/his scholarly and/or creative activities. Duties may include maintaining and operating scientific instruments and/or computer equipment; locating, reading, and summarizing pertinent research articles; performing laboratory experiments and assisting with fieldwork; calculating

and analyzing results of research; and assisting musicians and artists in their creative endeavors. Off-campus, online GRAs contracts must clearly detail the work assignment and the supervisory structure that will oversee their work.

GRAs tuition waiver is limited to a maximum of 12 graduate credit hours per semester. GRAs will be responsible for paying additional credit hours over the 12 credits. This waiver does not include waiver of any fees and is for the actual semester of appointment only. (Revised by the Graduate Council April 13, 2017).

GRAs must work twenty hours per week for a complete semester in order to be eligible for the tuition waiver.

### **Graduate Administrative Assistant**

The primary function of a Graduate Administrative Assistant (GAA) is to assist in non-teaching and non-research activities. A GAA should perform more than the usual receptionist/secretary duties. Duties should augment a student's academic program and provide opportunities to apply knowledge gained through the program. Duties may include entering computer data, maintaining records, preparing reports and surveys, and interpreting and correlating administrative data. GAA responsibilities may also include interacting with students, faculty, administrators, alumni, and visitors to the University. Departments will be expected to explain briefly on the actual award form how the GAA duties augment the student's academic program.

GAAs tuition waiver is limited to a maximum of 12 graduate credit hours per semester. Graduate assistants will be responsible for paying additional credit hours over the 12 credits. This waiver does not include waiver of any fees and is for the actual semester of appointment only. (Revised by the Graduate Council April 13, 2017).

GAAs must work twenty hours per week for a complete semester to be eligible to receive the tuition waiver.

- C. Full time graduate assistants must work 20 hrs. per week for a full semester. Split graduate assistants are expected to work quarter-time (10 hours per week) for a full semester. Graduate students working less than a full semester should be processed on student contract forms. Graduate assistants will not be compelled to work when the university is closed nor will they be docked in pay.
- D. **New award forms must be completed for summer assistantships.** Summer award forms can include funding from two fiscal years. **Index, fund, organization, account, and program numbers and funding amount must be included for each fiscal year. Departments must remember that if they want graduate assistant funding carried over at the end of the fiscal year, they must make this request to the Budget Office or they will lose the funding and it will not be available in the new fiscal year.**
- E. Awards should begin with the pay period that corresponds to the first week of classes. **All departments are required to list the actual begin and end work dates for the semester(s) the graduate assistant is hired.** The latest pay period that will be accepted will be the second pay period after the start of classes, with graduate school approval.