

GENERAL GUIDELINES, PROCEDURES, AND POLICIES GOVERNING GRADUATE ASSISTANTSHIPS

Criteria for Appointment

Graduate assistantships at Fayetteville State University are intended to be reciprocally beneficial to the student and the unit to which the assistant is assigned. Each college or school will describe the benefits above and beyond monetary remuneration to be accrued by graduate assistants. The specific criteria used in selecting students for assistantships and the weight assigned to each in the selection decision are determined by the individual school or college within which the awards are made. Generally, these criteria include previous academic record, related work experience, performance in an interview, appropriate test scores, and letters of reference.

The following criteria are required for graduate student assistantships:

- Students must have a strong undergraduate record (a minimum GPA of 3.0 is recommended.)
- Students must be enrolled at Fayetteville State University, in good academic standing, and working toward a degree.
- Students must be willing to work collaboratively with faculty on projects contributing to the mission and goals of Fayetteville State University.
- Students must have strong communication and organizational skills.
- Students must be willing to assist faculty in planning and implementing class instructions, meetings, i.e. student orientations, lectures, receptions and workshops, etc.
- Students must be willing to assist faculty in conducting evaluations and assessments.
- Students must be willing to assist with general responsibilities within the unit or office, such as taking minutes for committee meetings, developing posters, brochures, programs, and other responsibilities as assigned.

Reappointment

Reappointment to an assistantship is not automatic. Reappointments are made each semester and are contingent upon satisfactory performance, academic progress toward a graduate degree, a GPA of 3.0 or higher, departmental needs, and financial resources. To be reappointed, the graduate assistant's supervisor must submit a request for reappointment to The Graduate School no later than November 15th for spring semester or May 15th for fall semester. The request for reappointment must be accompanied by an evaluation.

Responsibilities

The major responsibilities associated with the assistantships are spelled out in the contract signed by the graduate student. The responsibilities which are most often associated with each type of assistantship are as follows:

1. Academic Service Assistantships: Perform duties which support the academic mission of the department. This may involve supervising computer labs or reference rooms, grading papers, advising students, tutoring, assisting in the production of instructional materials, and occasionally assisting in the teaching of a class.

2. Administrative Assistantships: Assist an administrative office or officer in carrying out the duties and responsibilities of the unit.
3. Research Assistantships: Assist faculty members in conducting research or have primary responsibility for conducting research under faculty supervision.
4. Teaching Assistantships: Assume major responsibility for instruction in a class or laboratory. The specific duties include providing instruction, evaluating student performances, conducting student conferences, and leading discussion groups.

Evaluation

All graduate assistants will be evaluated near the end of each semester of employment. The purpose of the evaluation is threefold:

1. To provide the graduate assistant feedback in terms of strengths and weaknesses.
2. To use the evaluation to generate an individual professional development plan for the graduate assistant, and
3. To assure objectivity in the reappointment process.

The specific procedure used in evaluating a graduate assistant is the responsibility of the employing department. Generally, the department will consider the following parameters in its evaluation:

1. The extent to which the graduate assistant has maintained and fulfilled his/her time schedule.
2. The extent to which assigned tasks have been completed in a satisfactory manner.
3. The extent to which progress has been demonstrated in meeting the duties outlined in the contract.

POLICIES GOVERNING GRADUATE ASSISTANTSHIPS

1. Assistantships may be awarded only to graduate students who are admitted in a graduate program leading to a graduate degree and are enrolled in a minimum of six (6) semester hours.
2. A graduate assistant will work no more than twenty (20) hours per week during the academic year when the University is in session.
3. A student may not receive an assistantship for more than six (6) semesters.
4. A student may not hold more than one assistantship or work more than twenty 20 hours per week without permission of his or her academic department/director, dean of school or college, and Dean of The Graduate School.
5. A full time state employee may not hold a graduate assistantship.
6. A Graduate Assistant is required to work 150 hours a semester. Time sheets are due on the 15th of each month. Students who have worked the required hours will receive their checks on the 15th of the following month.
7. Graduate Teaching Assistants must have completed satisfactorily a minimum of eighteen (18) semester hours of graduate course work in the field in which they are teaching (Southern Association of Colleges and Schools Faculty Credentials Guidelines approved December, 2006.) They must also receive regular

in-service training, be under the direct supervision of a faculty member experienced in the teaching discipline, and receive planned periodic evaluations.

Please note that the Graduate School must be notified by the Department Chair if a student is being recommended as a Graduate Teaching Assistant.

Priority Deadline

The priority deadline for submitting applications for a Graduate Assistantships is February 28th. Applications received by February 28th will be given first preference. Applications received after the deadline will be considered and awarded based on availability of funds.

PROCEDURES FOR SELECTION OF GRADUATE ASSISTANTS

1. The Provost will approve the allotment of Graduate Assistantships.
2. Application packets for Graduate Assistants will be disseminated by the offices of the Graduate School, Department Chairs and Graduate Coordinators. The Assistantship Application will be online and applicants may go to the website to secure an application.
3. Total application packet includes originals of the following:
 - a. Application for Faculty or Non-Faculty (EPA Employment)
<http://www.uncfsu.edu/humres/epaapp.pdf>
 - b. Application for Graduate Assistantship
 - c. Verification of Official Transcript form or Official transcripts from FSU
 - d. Three (3) letters of Recommendations or Recommendation Forms
<http://www.uncfsu.edu/acadaff/pdf/RecForm04.pdf>
 - e. Resume
 - f. Background Check (Mandatory July 1, 2007)
Complete Attachment B & C of the Employment Background Check Policy
<http://www.uncfsu.edu/acadaff/pdf/HiringReferenceCheckGuidelines.pdf> . Submit completed form to the Office of Legal Affairs. ***Please indicate in appropriate box on the recommendation form when disclosure form was submitted to Legal Affairs.***
 - g. Completed application packet will be submitted to The Graduate School.
4. The Graduate School will make application packets available to Department Chairs for review.
5. Department Chair will submit the recommendation form for hire (Recommendation for Faculty-Non-Teaching) and a description of job responsibilities for the graduate assistant to the Dean of The Graduate School.
6. The Dean of the Graduate School will review the recommendation and The Graduate School will prepare the contracts for students approved for hire.
7. The Dean of the Graduate School will submit the names of the graduate assistants to Business and Finance for tuition remission.

8. The Graduate School will forward the recommendation and contract to the EPA Contract Office along with the following original documents:
 - a. Application for Faculty or Non-Faculty (EPA Employment)
 - b. Application for Graduate Assistantship
 - c. Verification of Official Transcript form or Official transcripts
 - d. Three (3) letters of Recommendations or Recommendation Forms
 - e. Resume
 - f. Verification of Background Check (Original not required)

Please note that if the applicant has credentials on file then the applicant will only submit the background check. Only the recommendation form and contract will be forwarded to the EPA Contract Office.

9. The EPA Contract Office will contact the graduate assistant to sign their contracts.
10. Once the process is completed the selected graduate assistant will be sent a letter of appointment by the Dean of the Graduate School. The letter will outline their duties and the number of hours they are required to work each semester. Additionally, the letter will indicate that they will need to fill out a monthly time sheet and the projected date that they will be paid. Time sheets should be turned in to the Graduate School by the 15th of each month. Copies of the letter will be sent to the Department Chair.
11. The files of applicants not selected will remain in The Graduate School.
12. The Graduate School will maintain files on all Graduate Assistants.