

**FAYETTEVILLE STATE UNIVERSITY (FSU)
GRADUATE SCHOOL**

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 applications will be returned to the office of the Graduate School and forwarded to the Department Chairs.
4. Department Chair will review the applications and make recommendations to the Dean of Graduate School.
5. Department Chair will describe the job responsibilities of the graduate assistant and will complete the recommendation form and forward to the Dean of the Graduate School.
6. The Dean of the Graduate School will review the recommendation and the office of the Graduate School will prepare the contract.
7. The Dean of the Graduate School will submit the names of the graduate assistant to Business and Finance for tuition remission.
8. The Graduate School will forward the recommendation and contract to the EPA Contract Office which will include originals of the following:
 - 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 secure signatures for hire and graduate students will be contacted by the EPA Contract Administrator for their signatures.
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. Unselected applicant's files will remain in the office of the Graduate School and will be made available to the departments desiring additional assistantships.
12. The office of the Graduate School will maintain files on all Graduate Assistants.