

AGENDA ITEM: C.2.a.2.

AGENDA TOPIC: Resolution to Modify Appointment of Graduate Assistants and Teaching Assistants Policy, 3356-9-3.1 (Previous Policy Number 9003.03)

STAFF CONTACT(S): Dr. Martin A. Abraham, Interim Provost and Vice President for Academic Affairs

BACKGROUND: The graduate assistantship program is predicated upon the concept that, given an opportunity to assist the faculty, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process.

SUMMARY AND ANALYSIS: This policy has been reviewed and changes were made to reflect the current, updated practice utilized in the College of Graduate Studies. Changes were also made to update the title of this policy.

RESOLUTION:

**RESOLUTION TO MODIFY APPOINTMENT OF
GRADUATE ASSISTANTS AND TEACHING ASSISTANTS POLICY,
3356-9-3.1 (PREVIOUS POLICY NUMBER 9003.03)**

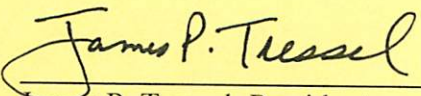
WHEREAS, the Institutional Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the modification of Appointment of Graduate Assistants and Teaching Assistants Policy, 3356-9-3.1 (Previous Policy Number 9003.03) of the *University Guidebook*, and to be retitled as Appointment of Graduate Assistants, Graduate Assistant Interns, and Teaching Assistants Policy, shown as Exhibit __ attached hereto. A copy of the policy indicating changes to be made is also attached.

RECOMMEND APPROVAL:


James P. Tressel, President

**Board of Trustees Meeting
June 17, 2015
YR 2015-**

UNIVERSITY GUIDEBOOK

Title of Policy:	Appointment of Graduate Assistants, Graduate Assistant Interns, and Teaching Assistants
Responsible Division/Office:	College of Graduate Studies <u>School of Graduate Studies and Research</u>
Responsible Approving Officer:	Provost and Vice President for Academic Affairs
Revision History:	February 1999; March 2010, <u>June 2015</u>
Resolution Number(s):	YR-1999-89; YR-2010-46
Board Committee:	Academic <u>Quality</u> & Student <u>Success</u> Affairs
EFFECTIVE DATE:	<u>June 17, 2015</u> March 12, 2010
Next Review:	<u>2020-2013</u> (Changed to 2015 Per Guidebook Policy 0001.00)

(A) Policy Statement: While the President has overall responsibility for the management of the University, the responsibility for decisions about the employment of personnel is delegated to the Provost and Vice Presidents. Each divisional executive officer is responsible for making personnel decisions within the described University procedures.

(B) Purpose: The graduate assistantship program is predicated upon the concept that, given an opportunity to assist the faculty, graduate students provide a service to the University and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. Academics must drive our cost structure. How the assistantship enhances the student's education must be apparent.

(C) Parameters:

1. (1) A graduate assistants (GA) will normally be assigned duties primarily focused on the conduct of research/scholarly/creative activity. A GA may be assigned teaching duties, but should not be the instructor of record. A graduate assistant/intern (GA/I) is a special category of graduate assistant designated to provide opportunities for University offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in "real life" experiences related to their fields of study. The department/agency of service will provide a stipend to the University, which will be paid to the student through the normal stipend process. A teaching assistant (TA) will normally be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class. Additional

academic services to the academic program in which the student is enrolled may be appropriate for all assistantship appointments. ~~Both types of graduate student GA, GA/I and TA~~ appointments are covered by this policy.

2. ~~(2)~~ The Graduate Dean ~~of Graduate Studies and Research~~ is responsible for the administration of the program and appointment of graduate assistants, graduate assistant interns and teaching assistants.
3. ~~(3)~~ The total number of graduate assistantships and teaching assistantships shall be allocated annually as a part of the institutional budget development process, and will take into account the needs of new graduate programs as they are developed and implemented, and the opportunities to increase enrollment and research through the growth of existing graduate programs. The Graduate Dean will allocate available funding to support the remission of instructional fees for graduate assistant internships. Colleges, departments or external sources can also provide funds to support additional assistantships.
4. ~~(4)~~ Additional assistantship positions may be created by the Graduate Dean ~~Dean of Graduate Studies and Research~~ when external funding has been obtained through the Office of ~~Research Grants and Sponsored Programs~~. In such cases, payment for assistantships may be made at rates higher than normal University rates, if the external funding agency has a predetermined payment schedule or allows higher rates of payment.

(D) Procedures:

1. ~~(1)~~ The Dean of the College of Graduate Studies ~~Graduate Studies and Research~~ shall allocate graduate assistants approved within the University budget across the institution. The deans of the academic colleges and appropriate standing committees of the Graduate Council shall be consulted as part of the allocation process. The allocation of teaching assistants shall be completed by the Provost.
2. ~~(2)~~ An academic department may recommend only full-time graduate students with regular [not provisional] degree status for an assistantship. Exceptions to this requirement may be granted only prior to appointment, ~~and~~ by the Graduate Dean ~~Dean of Graduate Studies and Research~~ with sufficient justification from the recommending department. An assistant (GA or TA) with a teaching assignment may not have any undergraduate academic course deficiencies in any area that will be included in the assistant's teaching assignments.
3. ~~(3)~~ Recommendation to appoint a GA, GA/I and/or TA ~~graduate and/or teaching assistants~~ must be obtained from the Academic Dean. Applications with the appropriate recommendations for appointment are then forwarded to the Graduate Dean ~~Dean of Graduate Studies and Research~~, who makes the official appointment of ~~the assistantships graduate assistants and teaching assistants~~. Until the appointment has been made by the ~~Graduate Dean~~ Dean of Graduate Studies and Research, no department is authorized to communicate to any applicant for a graduate or teaching assistantship ~~that~~ an award will be made. A Department is authorized to communicate that they are recommending a student for appointment as a GA, GA/I or TA. The College of Graduate Studies supports

the April 15th Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistans of the Council of Graduate Schools (CGS). Appointments and communications regarding appointments will adhere to the April 15th Resolution of the Council of Graduate Schools [<http://www.cgsnet.org/april-15-resolution>]

4. (4) Appointment as a GA, GA/I, or TA graduate or teaching assistant will normally occur for an academic year or a semester, and be made prior to the beginning of the semester. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend and tuition will be prorated to accommodate the period of time covered. Tuition may be covered for the full semester when funding is provided through an external award, which will fund the tuition. The tuition and stipend may also be prorated to accommodate situations where students fail to begin, or complete their assistantship as scheduled.-
5. (5) An assistantship appointment for a complete spring or fall semester in the preceding academic year an academie year includes funding for tuition for the next summer term. Appointments of a lesser period may include summer tuition funding with the approval of the Dean of Graduate Studies and Research.
6. (6) Graduate assistants (GA or GA/I) or teaching assistants shall not hold full-time outside employment. or any Aadditional employment within the University is not permitted without the approval of the Graduate Dean. of Graduate Studies and Research.
6. (7) A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship, or internship must be designated. This applies to GA, GA/I and TA positions.
8. (8) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
9. (9) Additional information about graduate assistants, graduate assistant interns, or teaching assistants may be found in the Graduate Bulletin, the CollegeSchool of Graduate Studies Policy Book, and the Handbook for Graduate Assistants. Copies are available onlinein the Office of Graduate Studies and Research.

3356-9-03.1 Appointment of graduate assistants, graduate assistant interns, and teaching assistants.

(Former Policy No. 9003.03)

Responsible Division/Office:	College of Graduate Studies
Responsible Officer:	Provost and Vice President for Academic Affairs
Revision History:	February 1999; March 2010; June 2015
Board Committee:	Academic Quality and Student Success
EFFECTIVE DATE:	June 17, 2015
Next Review:	2020

- (A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.
- (B) Purpose. The graduate assistantship program is predicated upon the concept that, given an opportunity to assist the faculty, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. Academics must drive our cost structure. How the assistantship enhances the student's education must be apparent.
- (C) Parameters.
- (1) A graduate assistant ("GA") will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties, but should not be the instructor of record. A graduate assistant/intern ("GA/I") is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in real life experiences related to their fields of study. The department/agency of service will provide a stipend to the university which will be paid to the student through the normal stipend process. A teaching assistant ("TA") will normally be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class. Additional academic services to the academic program in which the student is enrolled may be appropriate for all

assistantship appointments. GA, GA/I, and TA appointments are covered by this policy.

- (2) The graduate dean is responsible for the administration of the program and appointment of graduate assistants, graduate assistant interns, and teaching assistants.
- (3) The total number of graduate assistantships and teaching assistantships shall be allocated annually as a part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. The graduate dean will allocate available funding to support the remission of instructional fees for graduate assistant internships. Colleges, departments, or external sources can also provide funds to support additional assistantships.
- (4) Additional assistantship positions may be created by the graduate dean when external funding has been obtained through the office of research. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment.

(D) Procedures.

- (1) The dean of the college of graduate studies shall allocate graduate assistants approved within the university budget across the institution. The deans of the academic colleges and appropriate standing committees of the graduate council shall be consulted as part of the allocation process. The allocation of teaching assistants shall be completed by the provost.
- (2) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the graduate dean with sufficient justification from the recommending department. An assistant GA or TA with a teaching assignment may not have any undergraduate academic

course deficiencies in any area that will be included in the assistant's teaching assignments.

- (3) Recommendation to appoint a GA, GA/I and/or TA must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are then forwarded to the graduate dean, who makes the official appointment of the assistants. Until the appointment has been made by the graduate dean, no department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a GA, GA/I, or TA. The college of graduate studies supports the "April 15th Resolution" regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools ("CGS"). Appointments and communications regarding appointments will adhere to said resolution of CGS as described on their webpage at: <http://www.cgsnet.org/april-15-resolution>.
- (4) Appointment as a GA, GA/I, or TA will normally occur for an academic year or a semester and be made prior to the beginning of the semester. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend and tuition will be prorated to accommodate the period of time covered. Tuition may be covered for the full semester when funding is provided through an external award, which will fund the tuition. The tuition and stipend may also be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled.
- (5) An assistantship appointment for a complete spring or fall semester in the preceding academic year includes funding for tuition for the next summer term.
- (6) Graduate assistants (GA or GA/I) or teaching assistants shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the graduate dean.
- (7) A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible

for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to GA, GA/I, and TA positions.

- (8) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
- (9) Additional information about graduate assistants, graduate assistant interns, or teaching assistants may be found in the “Graduate Bulletin,” the “College of Graduate Studies Policy Book,” and the “Handbook for Graduate Assistants.” Copies are available in online.