Graduate Student Assistantship Appointments

I. Purpose and Scope
The purpose of this policy is to provide standard definitions for types of graduate assistantships, forms of support, and terms for appointments for positions normally or frequently held by graduate students. This policy identifies the nature of the responsibilities, obligations and/or duties with respect to the emphasis on research, teaching, tutoring, and service.

II. Definitions

A. For the purposes of this policy, graduate students are defined as persons who have been admitted to a graduate program at Governors State University and who are actively pursuing graduate degrees at the master, specialist or doctoral level.

B. Graduate student assistants support the division/department chairperson, faculty members, and/or other professional staff members in the college or university by performing duties as defined by the type of assistantship. Assignment of graduate student assistantships will be determined by the department/division/college. In addition, each individual graduate student assistantship contract will spell out specific duties, as well as designate the graduate student’s supervisor.

C. Please reference Policy 59 for details about how full- and part-time statuses are determined for graduate students.

D. Graduate student assistantship appointments based on the assigned duties are categorized as:

   - Teaching Assistant (TA)
   - Research Assistant (RA)
   - Laboratory Assistant (LA)
   - Tutoring Assistant (TuA)
   - Graduate Assistant (GA)

E. Graduate students may be eligible to hold University employment positions that are not included in this policy; the terms of their employment in such positions is not governed by this policy.

III. Descriptions of assistantship categories:

A. Terms and conditions common to all graduate assistantship appointments

   1. Graduate student assistants must be masters, specialist or doctoral level students in good standing. Graduate assistants must have a minimum 3.0 cumulative grade point average.
2. Graduate student assistants must maintain a minimum of six graduate credit hours per semester that apply to the completion of their degree requirements and are restricted to a maximum enrollment of 12 graduate credit hours per semester of appointment, except as approved by the respective chair and dean.

3. Graduate student assistants typically work 15-20 hours per work. Assignment of graduate assistants is determined by the respective department/division/college.

4. In addition to a monthly stipend, graduate student assistants are eligible for a tuition waiver.

5. In order to be eligible for reappointment, graduate student assistants must maintain a 3.0 cumulative grade point average, must continue to make satisfactory progress toward the graduate degree and satisfactorily perform assigned duties. Graduate student assistants are evaluated at the end of each term by their assigned supervisor(s).

6. Upon appointment, graduate student assistants must complete all required/relevant training (e.g., ethics, laboratory safety).

B. Position Descriptions

1. Teaching Assistant (TA)

The duties of a Teaching Assistant are to conduct or support instruction. Assistants whose primary (i.e. greater than 50%) duties consist of the following types of activities will be categorized as Teaching Assistants:

a. Teaching classes
   i. TAs may be assigned to teach a course as long as the course is at a degree level below the level in which the graduate student is currently enrolled. Programs may implement more stringent minimum guidelines for teaching eligibility as appropriate.
   ii. TAs must successfully complete a training session for teaching or its equivalent prior to being given a teaching assignment.
   iii. The instructor assigned to the course will provide supervision and mentoring.

b. Grading student assignments

c. Proctoring exams

d. Leading lab or discussion groups in a course setting

e. Assisting in the development and maintenance of academic instructional materials for on-line and face to face courses

f. Tutoring students for a course(s) or program

g. Maintaining office hours to provide instructional support

h. Other duties as assigned
2. Research Assistant (RA)

The duties of a **Research Assistant** are to apply and master research concepts, practices, or methods of scholarship. Assistants whose primary (i.e. greater than 50%) duties consist of the following types of activities will be categorized as Research Assistants:

a. Assisting with experiments or other research activities
b. Gathering, organizing, or analyzing data
c. Collaborating with faculty in preparing grant proposals, publications, and presentations
d. Collecting or synthesizing existing research
e. Other duties as assigned

3. Laboratory Assistant (LA)

The duties of a **Laboratory Assistant** are to prepare for, assist during, and clean up after laboratories and other experiential learning environments. Assistants whose primary (i.e. greater than 50%) duties consist of the following types of activities will be categorized as Laboratory Assistants:

a. Managing material, equipment, and space in science labs, art studios, counseling labs, health and human services labs and photography and film labs
b. Preparing chemical solutions
c. Maintaining software in computer science labs
d. Managing materials and equipment in art studios
e. Managing photography or film materials and equipment
f. Managing appointments and clients in counseling labs
g. Working with students to ensure the proper use of materials in all laboratory settings.
h. Other duties as assigned

4. Tutoring Assistant (TuA)

The duties of a **Tutoring Assistant** are to conduct or support instruction outside of the classroom or course, not as the instructor assigned to the course. Assistants whose primary (i.e. greater than 50%) duties consist of the following types of activities will be categorized as Tutoring Assistants:

a. One-on-one or small group tutoring sessions
b. Assist students with homework or assignments
c. Other duties as assigned

5. Graduate Assistant (GA)
Students whose position does not consist of 50% of time devoted to any of the categories above, but who perform the functions designated above may be designated as **Graduate Assistant**. Other possible duties include, but are not limited to:

a. Program outreach  
b. Assist with program development  
c. Assist with program assessment  
d. Other ongoing projects as designated by the hiring unit  
e. Other duties as assigned  

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