1. **PURPOSE:** This regulation describes how graduate assistants may be hired, eligibility requirements, and the procedures and forms to use in hiring a graduate assistant. These persons may be hired in graduate program areas as well as areas not offering a graduate program. It includes academic departments as well as other offices of the University.

2. **DEFINITION:** A graduate assistant is a student admitted to a bona fide graduate program. They are hired to assist an area by performing professional activities to which their status as a graduate student brings special expertise and experience. This may include, but is not limited to, assisting in teaching, research, laboratory supervision, administrative functions, etc. Graduate assistants should not be employed for duties that can be performed by undergraduate assistants, student help or by hiring clerical staff.

3. **GRADUATE ASSISTANT APPROVALS AND FUNDING:** The allocation for assistantship positions in graduate departments is made by the Provost/Vice President for Academic Affairs (P/VPAA) on the recommendations of Dean's Council and the Director of Graduate Studies. Graduate staff assistant positions are funded by the area seeking to hire the student. For staff assistants, recommendation must be given by the student’s program department chair or program director, and approval given by the University Budget Office, the college dean in the case of academic departments, by supervisors if for another area, and the P/VPAA.

4. **ELIGIBILITY:** Graduate students wanting to become assistants must:

   A. Submit a resume and two (2) letters of recommendation.
   B. Be admitted to a graduate degree program. Graduate special students may not serve as graduate assistants. The Director of Graduate Studies may authorize exceptions for one (1) term to complete admission requirements.
   C. Graduate assistants must be registered for at least one (1) graduate course and a minimum of three (3) credits per semester of their assistantship.
   D. Maintain a 3.00 grade point average.
   E. Not be employed as a student assistant, undergraduate assistant, student help, or other WSU classification during the period of the assistantship. The Director of Graduate Studies must authorize any exceptions.
   F. Failure to adhere to these conditions will result in termination of the graduate assistantship.

5. **SUPERVISION AND ASSIGNMENT:**

   A. Graduate assistants in academic departments must be assigned to and supervised by a full-status member of the graduate faculty. Graduate staff assistants must be assigned to and supervised by a full-time professional employee with at least a master’s degree or equivalent experience and expertise in the area of the assignment.
B. Graduate assistantships may be prorated and granted for one (1) or two (2) semesters and may include summers.

C. A full-time assistantship will normally consist of eighteen (18) to twenty (20) hours of work per week; a half-time assistantship of eight (8) to ten (10) hours of work per week.

D. Full-time graduate teaching assistants normally will teach no more than one (1) course per term. In any case, the load is not to exceed four (4) credits.

E. Graduate assistants will normally serve a maximum of two (2) years. The Director of Graduate Studies must authorize any exception.

6. HIRING PROCEDURE:

A. The academic department or area solicits student applications for available graduate assistantships using the Application for Graduate Assistantship form, available on the web and from the Director of Graduate Studies.

B. The academic department or area will recommend a student to fill the graduate assistant position and route the form to the appropriate department chair, college dean and Director of Graduate Studies.

C. Upon receipt of the completed form, the Director of Graduate Studies will forward the application to the P/VPAA, budget officer, and other appropriate parties.

D. A contract will be issued to the student and the student will formally accept the offer by signing and returning the contract.

7. NOTIFICATION: Upon request, the administration will report to the WSU Faculty Association the names of all graduate assistants, the courses and/or duties assigned, and the compensation.

This WSU Regulation supersedes WSU Regulation 3-10 dated October 28, 1999.

AUTHENTICATED BY:

Judith A. Ramaley  April 21, 2008
President  Date of Adoption

Authoritative References:
President

Initial Date of Adoption:
Date of Revisions: 1/10/92, 4/19/96, 10/28/99, 4/21/08

LIST OF ATTACHMENTS
Application for Graduate Assistantship