Winona State University

Number: 3-10 a
Title: Graduate Assistants

PROCEDURE:

Graduate Assistant Approvals And Funding:

The university base budget 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 Dean of the School of Graduate Studies. Programs or departments or colleges that choose to fund additional graduate assistant positions, follow Policy 3-10 and procedure. Staff assistant recommendations 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 Dean of the School of Graduate Studies. Number of hours and compensation:

- Full-time GA: 640 total hours -- $10,000/year (fall/spring) compensation (or $5,000/semester) plus full tuition for 6 to 9 graduate credits/term. Must be enrolled in a minimum of 6 graduate credits per semester.
- Half-time GA: 320 total hours -- $5,000/year (fall/spring) compensation (or $2,500/semester) plus full tuition for 3 to 6 graduate credits/term. Must be enrolled in a minimum of 3 graduate credits per semester.
- Summer term appointments are not a part of University graduate assistant base funding and are completely financed by individual departments. Graduate assistants work 160 total hours -- $2,500 for summer semester plus tuition for 3 to 6 graduate credits/term. Graduate Assistants must be enrolled in a minimum of 3 graduate credits per semester.

Student Hiring Procedure:

- The academic department or program or college solicits graduate student applications for available graduate assistantships using the Application for Graduate Assistantship form, available on the web and from the Dean of the School of Graduate Studies.
- The academic department or area will recommend a student to fill the graduate assistant appointment form and route the form to the appropriate department chair or program director, college dean and Dean of the School of Graduate Studies.
- Upon receipt of the completed form, the Dean of the School of Graduate Studies will forward the application to the budget officer, and other appropriate parties.

Eligibility: Managed by the department chairs/program directors

Graduate students wanting to become assistants must:

- Submit a resume and two (2) letters of recommendation to the hiring department/program
- Be admitted to a graduate program.
- Maintain a 3.00 grade point average and 66.66% cumulative completion rate for all credits attempted.
- Registered for at least one (1) graduate course and a minimum of three (3) credits per semester of their assistantship.
  - Full-time must be enrolled in a minimum of 6 graduate credits per semester.
  - Half-time must be enrolled in a minimum of 3 graduate credits per semester.
Department/program/college funded summer term appointments must be enrolled in a minimum of 3 graduate credits.

- Not be employed as a student assistant, undergraduate assistant, student help, or other WSU classification during the period of the assistantship.
- Follow the position description provided by the hiring department or program or college.

* The GA must pay all student fees
** The graduate catalog states that permission must be given by the Dean of the School of Graduate Studies to exceed 9 graduate credits per semester and 9 graduate credits during summer. Tuition for courses exceeding the GA award are paid by the student.

Failure to adhere to these conditions will result in termination of the graduate assistantship, students cannot be hold a graduate assistantship while they are ineligible. Notification will be from the School of Graduate Studies for all ineligibility situations.

Duration of Appointment and Reappointment:

Appointments are made for fall and spring semesters. Summer semester appointments are made only when programs or departments or college fund the GA position. GA are appointed annually and may be appointed for a second year. A third year may be allowed with approval of the hiring department and the Dean of the School of Graduate Studies.

An appointment may be curtailed, diminished, or terminated at any time for lack of funds; failure of the student to maintain satisfactory student status or to make appropriate progress toward the degree; no further need for the functions to be performed; incompetence or misconduct of the graduate assistant or fellow; or failure to complete the degree requirements.

Termination:

A termination of appointment action is usually initiated by the chair of the department or program director to which the graduate assistant is assigned. The chair or director meets with the graduate assistant and explains the causes of termination.

The chair or director forwards a letter of recommendation for termination of appointment to the Dean of the School of Graduate Studies with a copy sent to the GA. The letter explains the basis of the recommendation for termination. The Dean of the School of Graduate Studies reviews the recommendation for termination of appointment and may investigate the circumstances of the termination. After the review, the Dean of the School of Graduate Studies sends a recommendation regarding the termination to the Graduate Council.

Grievances in regard to termination shall follow the Appeals Procedure, below.

A termination for budgetary considerations is not subject to Appeal.

Supervision and Assignment:

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. Supervisors ensure that:

- Full-time assistantship 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. Mutual agreement between the GA and the
supervisor, respecting the academic responsibilities of the students, may be reached to determine flexible hours for high demand work tasks.

- Full-time graduate teaching assistants teach no more than one (1) course per term and not exceeding four (4) credits.
- A position description is discussed and a copy is provided to the GA.
- All WSU employee policies and procedures are followed by the GA.
- Graduate assistants have the necessary resources to perform their duties; including an appropriate work space, IT secured technology, a WSU employee desktop account, and other necessary supplies (regulation/policy 7-3). Graduate assistants may only use approved IT secured resources and utilize a WSU account to complete their duties.

Graduate Assistant Appeals Process:

Winona State University graduate students have the right to appeal decisions. An unfavorable ruling at one level can be appealed to the next successive level. Wherever the student enters the appeals process, the direction of the communication line must be followed. At each level, the student must write a letter of appeal outlining the conflict and what process has been followed up to that point.

Following is the communication flow chart for appeals:

1. Student's advisor
2. Department chair or program director
3. Dean of the college
4. Dean of the School of Graduate Studies
5. Graduate Council
6. Vice President for Academic Affairs

SIGNATURE, TITLE AND DATE OF APPROVAL

This policy needs to be signed by the approval officer (listed below) before it is considered approved.

Approved:

_________________________
President

4-7-17

Date

Policy History:

Date of Adoption:

Date of Implementation:

Date & Subject of Revisions: