

TROY UNIVERSITY

GUIDELINES FOR GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

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2013 - 2014

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PURPOSE OF GRADUATE ASSISTANTSHIP/FELLOWSHIP PROGRAM

The objectives of the Graduate Assistantship/Fellowship program are to provide professional experiences that complement graduate instruction and research while contributing financial assistance to students pursuing graduate degrees. This assistantship/fellowship program is designed to aid in the successful completion of the degree pursued and to enhance career opportunities through applied professional experiences.

The Graduate Assistantship/Fellowship Program is administered by the Dean of the Graduate School. Additional questions regarding this program should be directed to the Dean of the Graduate School.

COMPLIANCE

Troy University is an equal opportunity/affirmative action employer. The University does not discriminate on the basis of race, color, sex, age, pregnancy, national origin, or disability and no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal assistance.

GENERAL ELIGIBILITY

To qualify for a Graduate Assistant/Fellow appointment, a student must satisfy the following general eligibility requirements. Additional eligibility requirements may exist according to teaching and/or research positions.

1. Must possess an undergraduate degree with an excellent academic record;
2. Must be pursuing a graduate degree in the field to which assigned or in a related field in which the student has substantial experience;
3. If applying for a Research or Teaching Assistantship or Fellowship the student must be unconditionally admitted to a graduate program at Troy University;
4. Must be registered in the Graduate School for at least six graduate semester credit hours during a regular semester or summer term.

An exception to this requirement may be made by the Dean of the Graduate School under the following conditions:

- a) If a student is classified as a graduate student and is required to take undergraduate courses for the graduate degree, either a minimum of nine

undergraduate hours or a minimum of three graduate hours and six undergraduate hours must be taken to qualify for a graduate assistantship.

- b) If a student has made satisfactory progress toward obtaining the graduate degree and needs fewer than six graduate hours to complete the degree, the student may be considered for an assistantship.
6. When tuition scholarship is included in the graduate assistantship, this award may impact the student's eligibility for federal programs of financial assistance. Students are responsible for checking with the Office of Financial Aid.
7. International graduate students must be in compliance with all U.S. Citizenship and Immigration Services (USCIS) requirements.
8. Students who are required to submit Test of English as a Foreign Language (TOEFL) scores as part of their graduate admission requirements must have a score of 79 (Internet-based test) or 213 (computer based test) or 550 (paper-based test) to be considered. Additionally, evidence of English language proficiency may be required for some positions.

APPLICATION PROCESS

Students may search and apply for posted Graduate Assistant and Fellow positions available through TROY's career site at <https://www.troyuniversityjobs.com>. The student will need to attach a resume, cover letter, unofficial transcript, and any additional information required by the department as a part of the online application process. The student will need to submit a separate online application for each open position that they are interested in.

GRADUATE ASSISTANTSHIP TUITION SCHOLARSHIPS

Criteria for the Award of Graduate Assistantship Tuition Scholarships

All recipients of the Graduate Assistantship Tuition Scholarship award will at all times meet the "general eligibility" criteria set forth in the Guidelines for Graduate Assistantships and Fellowships and any additional academic standards set forth by the individual graduate programs. Additionally, recipients will comply with all stated policies and Standards of Conduct outlined by the University. Any recipient found in violation of University policy or not upholding these stated standards will no longer be eligible for the GA Tuition Scholarship award.

Fall and Spring Semesters: Graduate Assistantship (GA) Tuition Scholarships will be awarded to all qualified and approved Graduate Administrative, Teaching and Research Assistants for payment of graduate tuition for six semester hours or fewer for the fall semester and six semester hours or fewer for the spring semester. The GA Tuition Scholarship may be awarded **only** for 5000-, 6000- or 7000-level, and non-eTROY courses. The GA Tuition Scholarship shall not be used toward any undergraduate prerequisite courses. Scholarship awards shall be approved by the Dean of the Graduate School and distributed through the Financial Aid office located on the Troy University campus.

Summer Semester:Error! Bookmark not defined. Limited Graduate Assistantship Tuition Scholarships may be awarded to Graduate Administrative, Teaching and Research Assistants for payment of graduate tuition for three semester hours or less for the summer semester. Summer tuition scholarships will be awarded based on demonstrated academic scholarship and need of the University. The Dean of the Graduate School will receive applications for summer tuition scholarships beginning **February 15th** of each year. Scholarship awards will be announced no later than May 1. The GA Tuition Scholarship may be awarded **only** for 5000-, 6000- or 7000-level and non-eTROY courses. The GA Tuition Scholarship shall not be used toward any undergraduate prerequisite courses. Scholarship awards shall be approved by the Dean of the Graduate School and distributed through the Financial Aid office located on the Troy University campus.

In addition to the stated criteria for the award of the GA Tuition Scholarships, successful summer applicants will demonstrate academic scholarship. The summer awards will be highly competitive. A graduate faculty committee, appointed by the Graduate Dean, will select the recipients. Summer award recipients will be notified no later than May 1. Interested graduate assistants may complete the Application for Graduate Assistant Summer Tuition Scholarship located in Appendix B. Students must be registered for summer classes to be considered.

GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

Graduate Administrative Assistant (GAA)

Graduate students who are enrolled at the University and employed to support various academic, administrative and service functions of the University.

Appointment Criteria: All candidates must be eligible for and seeking graduate admission. Once admitted to the graduate program, the student must maintain a 3.0 grade point average and make satisfactory progress toward the degree to continue as a Graduate Administrative Assistant.

Remuneration: Remuneration is not to exceed \$7,000 per calendar year paid over 12 installments and the student will receive an institutional scholarship for out-of-state tuition. Additionally, qualifying students will receive payment of graduate tuition for six semester hours or fewer for the fall semester and six semester hours or fewer for the spring semester.

Academic Enrollment: A Graduate Administrative Assistant must be enrolled as a graduate student and comply with the appropriate academic course load and workloads. The workload for full-time Graduate Administrative Assistants will not exceed an average of 20 hours per week over the term of the appointment. Minimum full-time graduate enrollment will vary according to the graduate assistant's work assignment and in accordance with current *Graduate Catalog* as listed in the table below.

Workload	Minimum Graduate Academic Course Load	Maximum Graduate Academic Course Load
1.0 (20 contact hours)	6 sh	9 sh
0.50 (10 contact hours)	9 sh	(overload permitted)

The academic dean of the discipline and the Dean of the Graduate School must approve, in writing, exceptions to the above guidelines.

Performance Evaluations: The supervisor must conduct a job performance evaluation (see Appendix A) once each semester and counsel the Graduate Administrative Assistant accordingly. Failure to perform required duties may lead to immediate cancellation of the assistantship.

Reappointment: Reappointment depends on satisfactory performance, funding availability, and the supervisor's endorsement.

Graduate Research Assistant (GRA)

Graduate students who are enrolled at the University and employed to assume research-oriented responsibilities within the University under the supervision of a full-time faculty member. The research may or may not be a research thesis project.

Appointment Criteria: All candidates must be unconditionally admitted to the graduate program. Successful candidates must maintain a 3.0 grade point average and make satisfactory progress toward the degree to continue as a Graduate Research Assistant.

Remuneration: Remuneration is not to exceed \$7,500 per calendar year and the student will receive an institutional scholarship for out-of-state tuition. Additionally, qualifying students will receive payment of graduate tuition for six semester hours or fewer for the fall semester and six semester hours or fewer for the spring semester.

Academic Enrollment: A students who serves as a Graduate Research Assistant must be enrolled as a graduate student and comply with the appropriate academic course load and workloads. The workload for full-time Graduate Research Assistants will not exceed an average of 20 hours per week over the term of the appointment. Minimum full-time graduate enrollment will vary according to the graduate assistant's work assignment and in accordance with current *Graduate Catalog* as listed in the table below.

Workload	Minimum Graduate Academic Course Load	Maximum Graduate Academic Course Load
1.0 (20 contact hours)	6 sh	9 sh
0.50 (10 contact hours)	9 sh	(overload permitted)

The academic dean of the discipline and the Dean of the Graduate School must approve, in writing, exceptions to the above guidelines.

Performance Evaluations: The supervisor must conduct a job performance evaluation (see Appendix A) once each semester and counsel the Graduate Research Assistant accordingly. Failure to perform required duties may lead to immediate termination of the assistantship.

Reappointment: Reappointment depends upon satisfactory performance, funding availability, and the supervisor's endorsement.

Graduate Teaching Assistant (GTA)

Graduate students who have been unconditionally admitted to the University, who have earned 18 graduate semester hours in the teaching discipline and who are employed in an instructional role in a class within a specific academic unit. Graduate Teaching Assistants may be assigned duties equivalent to adjunct faculty to include, but not limited to, preparing lectures, lecturing, conducting classes and study sessions, administering exams, grading exams, and papers, and assigning course grades. All GTAs must be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and have planned and periodic evaluations by their supervisor. See qualification criteria listed below prior to applying.

Appointment Criteria: All candidates must be unconditionally admitted to the graduate school. Successful applicants must maintain a 3.0 grade point average and make satisfactory progress toward the degree in order to continue as a Graduate Teaching Assistant.

Graduate Teaching Assistant Qualifications for Teaching Lower Level Undergraduate Courses: Graduate Teaching Assistants have the primary responsibility for teaching a course for credit and/or for assigning final grades for such a course. With few exceptions (see below), the student must have earned a masters in the teaching discipline or completed at least 18 graduate semester hours in the teaching discipline.

The 18 graduate semester hour course requirement does not apply to graduate teaching assistants engaged only in assignments such as assisting in laboratory sessions and preparations, teaching physical education or other activity courses, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

The University may appoint Graduate Teaching Assistants whose first language is not English with documented “evidence” of proficiency in spoken English. Such evidence would include a score of 79 (Internet-based) or 213 (computer-based) or 550 (paper-based) on the Test of English as a Foreign Language [TOFEL] exam. Additionally, evidence of English language proficiency may be required for some positions.

The University will provide a structure for administrative oversight at a level above that of the individual academic unit for Graduate Teaching Assistants to ensure conformity with institutional policies and procedures.

Graduate Teaching Assistant Qualifications for Teaching in Developmental Programs:

Graduate teaching assistants who teach in developmental programs must hold a baccalaureate degree in a discipline related to the teaching assignment and have either teaching experience in a discipline related to the assignment or graduate training in developmental education.

Remuneration: Remuneration is not to exceed \$8,000 per calendar year and students receive an institutional scholarship for out-of-state tuition. Additionally, qualifying students will receive payment of graduate tuition for six semester hours or fewer for the fall semester and six semester hours or fewer for the spring semester.

Academic Enrollment: A Graduate Teaching Assistant must be enrolled as a graduate student. A Graduate Teaching Assistant may not enroll in a course that he or she teaches. The workload for full-time a Graduate Teaching Assistant will not exceed an average of 20 hours per week over the term of the appointment. Minimum full-time graduate enrollment will vary according to the Graduate Assistant’s work assignment and in accordance with the current *Graduate Catalog* as represented in the following table.

Teaching Load	Minimum Graduate Academic Course Load	Maximum Graduate Academic Course Load
1 (1 – 3 sh class)	6 sh	9 sh
2 (2 – 3 sh classes)	3 sh	6 sh
1 (1 - 1 sh class)	9 sh	(overload permitted)
2 (2 - 1 sh classes)	9 sh	(overload permitted)
3 (3 – 1 sh classes)	6 sh	9 sh

The academic dean of the discipline and the Dean of the Graduate School must approve exceptions to the above guidelines in writing.

Performance Evaluations: The supervisor must conduct a job performance evaluation (see Appendix A) once each semester and counsel the Graduate Teaching Assistant accordingly. Failure to perform required duties may lead to immediate termination of the assistantship.

Reappointment: Reappointment depends upon satisfactory performance, funding availability, and the supervisor’s endorsement.

Graduate Administrative Fellowship (GAF)

Graduate students who are enrolled at the University and employed to support academic and administrative functions of the University and supported financially by a grant or fellowship.

Appointment Criteria: All candidates must be eligible for and seeking graduate admission. Successful candidates must maintain a 3.0 grade point average and make satisfactory progress toward the degree to continue as a Graduate Administrative Fellow.

Remuneration: The Graduate Administrative Fellowship is totally sponsor-funded (grant and/or contract-supported funds), may not exceed \$18,000 per calendar year and may include an institutional scholarship for out-of-state tuition, if applicable. Should sponsored funding be withdrawn or terminate during a contract period, the fellowship will terminate without additional notice. The University is not financially obligated in any way to continue the fellowship.

Academic Enrollment: A Graduate Administrative Fellow must be enrolled as a graduate student and must comply with the appropriate academic course load and workloads. The workload for a full-time Graduate Administrative Fellow will not exceed an average of 20 hours per week over the term of the appointment. Minimum full-time graduate enrollment will vary according to the graduate fellow's work assignment and in accordance with the current *Graduate Catalog* as provided in the following table.

Workload	Minimum Graduate Academic Course Load	Maximum Graduate Academic Course Load
1.0 (20 contact hours)	6 sh	9 sh
0.50 (10 contact hours)	9 sh	(overload permitted)

The academic dean of the discipline and the Dean of the Graduate School must approve, in writing, exceptions to the above guidelines.

Performance Evaluations: The supervisor must conduct a job performance evaluation (see Appendix A) once each semester and counsel the Graduate Fellow accordingly. Failure to perform required duties may lead to immediate termination of the fellowship.

Reappointment: Reappointment depends upon funding availability, satisfactory performance and the supervisor's endorsement.

Graduate Research Fellow (GRF)

Graduate students who have been unconditionally admitted to the Graduate School and enrolled at the University. The Graduate Research Fellows are employed to perform research-oriented responsibilities within the University, under the supervision of a full-time faculty member and supported financially by a grant or fellowship. The research may or may not be a research thesis project.

Appointment Criteria: All candidates must be unconditionally admitted to the graduate school. Successful candidates must maintain a 3.0 grade point average and make satisfactory progress toward the degree to continue as a Graduate Research Fellow.

Remuneration: Graduate Research Fellowships are only awarded when external research funds are available. External funds are defined as those funds coming to the university that are not currently under TROY's or the TROY Foundation's control. If matching funds are required to acquire grant funding, the University contribution will not exceed \$7,500 per calendar year and may include an institutional scholarship for out-of-state tuition, if applicable. The maximum remuneration for Graduate Research Fellowships (external funds and matching internal funds) is \$18,000. Should sponsored funding be withdrawn or terminate, the position will terminate without additional notice. The University is not financially obligated in any way to continue the fellowship.

Academic EnrollmentError! Bookmark not defined.: A Graduate Research Fellow must be enrolled as a graduate student and comply with the appropriate academic course load and workloads. The workload for a full-time Graduate Research Fellow will not exceed an average of 20 hours per week over the term of the appointment. Minimum full-time graduate enrollment will vary according to the graduate fellow's work assignment and in accordance with the current *Graduate Catalog* as provided in the following table.

Workload	Minimum Graduate Academic Course Load	Maximum Graduate Academic Course Load
1.0 (20 contact hours)	6 sh	9 sh
0.50 (10 contact hours)	9 sh	(overload permitted)

The academic Dean of the discipline and the Dean of the Graduate School must approve, in writing, exceptions to the above guidelines.

Performance EvaluationsError! Bookmark not defined.: The supervisor must conduct a performance evaluation (see Appendix A) once each semester and counsel the Graduate Fellow accordingly. Failure to perform required duties may lead to the immediate termination of the fellowship.

ReappointmentError! Bookmark not defined.: Reappointment depends upon funding availability, satisfactory performance, and the supervisor's endorsement.

PERIOD OF APPOINTMENTError! Bookmark not defined.

Graduate Assistants and Fellows are appointed for a specified period, typically terminating July 31 of each year, unless employment is requested to be extended for an additional period. The awarding of an assistantship or fellowship does not imply future employment.

A graduate student making satisfactory progress toward a degree will be eligible for an assistantship or fellowship for a maximum of two academic years. The Dean of the Graduate School may make exceptions to this time limit on an individual basis upon the request of the respective department. Students may make application for Graduate Assistantships/Fellowships through the Troy University webpage at: www.troyuniversityjobs.com/hr.

TERMINATIONError! Bookmark not defined.

A Graduate Assistantship/Fellowship award may be terminated prior to the end of the appointment period for any of the following reasons:

1. The student is no longer enrolled in a graduate program.
2. The student is registered for fewer than six graduate semester credit hours during a regular semester or summer term (Exception: (a) If a student has made satisfactory progress toward obtaining the graduate degree and needs fewer than six graduate hours to complete the degree during the last semester, an exception may be granted by the Dean of the Graduate School. (b) If a student is classified as a graduate student and is required to take undergraduate courses for the

graduate degree, either a minimum of nine undergraduate prerequisite hours or a minimum of three graduate hours and six undergraduate hours must be taken to qualify for a graduate assistantship. The GA Tuition Scholarship will not be awarded for any of the undergraduate courses.)

3. The student's performance is determined to be unsatisfactory by the employing academic unit.
4. The student is Academically Suspended from the University.

The office of the Dean of the Graduate School must be notified, through PeopleAdmin, by the employing academic unit upon termination of any Graduate Assistant or Fellow.

Supervisors are responsible for submitting an action through PeopleAdmin to terminate Graduate Assistants/Fellows PRIOR TO THEIR LAST DAY OF WORK (indicating their last day in the “effective date” field. Supervisors must also notify Payroll of all terminating actions immediately!

RIGHTS AND RESPONSIBILITIES

The Graduate Assistant/Fellow will be notified in writing of all decisions that affect his or her status as an assistant/fellow. Advance notification of evaluation procedures and a summary of the completed evaluation will be provided each affected individual.

It is important to resolve, as early as possible, any disagreement that may arise between assistants/fellows and immediate supervisors. Should a problem arise in the work assignment, the graduate student has the right to initiate a grievance or to appeal a decision through the channels specified below.

The student shall first inform the immediate supervisor of the problem and, if necessary, appeal to the department chair or dean of the discipline. If the matter cannot be resolved in an informal manner, the following formal grievance procedure shall be followed:

1. If the grievance cannot be resolved in discussion with the immediate supervisor, a formal, written complaint must be filed with the Department Chair within three (3) working days after the conference described above. The Department Chair must give a written decision on the grievance within three (3) working days after receipt of the complaint.

2. If the grievance is not resolved with the Department Chair, a written appeal may be filed with the dean of the discipline not later than three (3) working days of receipt of the Department Chair's written decision on the grievance.
3. If the grievance is not resolved with the dean of the discipline, a written appeal may be filed with the Dean of the Graduate School not later than three (3) working days of receipt of the dean of the discipline's decision on the grievance. The decision of the Dean of the Graduate School is final.

APPROVED BY: ACADEMIC STEERING COMMITTEE OCTOBER 28, 2008

(REVISED 9/13/13)

OPR: DR. DIANNE BARRON

Appendices

Appendix A: Job Performance, Duties and Evaluation

Appendix B: Application for Summer Tuition Scholarship

TROY UNIVERSITY
GRADUATE ASSISTANTSHIP/FELLOWSHIP
JOB PERFORMANCE, DUTIES AND EVALUATION
Conduct Each Semester

STUDENT: _____

IMMEDIATE SUPERVISOR: _____

PERIOD COVERED: _____

JOB DUTIES: (To be completed by the immediate supervisor in conference with the Graduate Assistant/Fellow.)

1. Describe clearly what is expected of the graduate assistant/fellow on a routine basis.

2. Describe special projects that you may require of the graduate assistant/fellow.

3. When should the graduate student contact you (ex. daily, weekly, etc.)?

Immediate Supervisor/Date *Graduate Assistant/Fellow/Date*
 (Signed copy provided to the Graduate Assistant/Fellow; Original to file)

PERFORMANCE:

4. Please indicate the extent you agree or disagree with the following statements:

<i>To what extent has the graduate assistant:</i>	<i>Not Required</i>	<i>Strongly Disagree *</i>	<i>Disagree *</i>	<i>Agree</i>	<i>Strongly Agree</i>
<i>demonstrated adequate skills for the job required</i>					
<i>demonstrated adequate research skills</i>					
<i>been available when attention to a task/project was require.</i>					
<i>completed assignments accurately</i>					
<i>completed assignments on tim.</i>					
<i>met overall expectation.</i>					

5. I recommend: _____ continuing the student's assistantship/fellowship
 _____ not continuing the student's assistantship/fellowship*

REMARKS: [*Please note specifics that support your response for items that are marked with an asterisk. In those events, also note the dates that you discussed shortcomings with the student].

My signature acknowledges that I have read the evaluation, but does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of the evaluation.

Student's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Copies:

1. Supervisor's original to be sent to the Office of the Dean of the Graduate School.
2. Copy to be kept in department file.

MEMORANDUM OF APPLICATION

TO: Dr. Dianne L. Barron
Associate Provost and Dean, Graduate School

FROM: _____
First Name Last Name

Troy Student ID Number

Name of Department/Office of Supervision

E-mail Address

Telephone Number

DATE: _____

SUBJECT: Summer In-state Tuition Scholarship for Graduate Assistants

Please provide a Memorandum of Application to include the following information:

1. State your request and why the scholarship is important to you
2. List the degree program you are admitted to
3. List the courses and semester hours you plan to take during the summer
4. Provide the number of semester hours remaining to complete your degree
5. Provide your current grade point average as of December 31 (Note: If the GPA for the spring semester falls below 3.0, you are no longer eligible to be a Graduate Assistant and will not qualify for the Summer GA scholarship)
6. Attach a copy of your current transcript (December 31)
7. Attach a copy of your current Spring Course Schedule

NOTE: There is no guarantee that your application will lead to the award of a summer in-state tuition scholarship for Graduate Assistants.

Submit your Memorandum of Application to:
Office of the Graduate Dean
011 Adams Administration Building
Troy, Alabama, 36082
(334)670-3189