Graduate Assistantship Hiring Guidelines

Types of Assistantships:

Salisbury University has three types of assistantships available, Graduate Assistant – Teaching, Graduate Assistant – Research and Graduate Assistant – Administrative.

Per IRS regulations, tuition waivers for Teaching and Research Assistants are not taxable. Tuition waivers for Administrative Assistants are taxable.

Hiring Supervisors will be asked to provide a detailed list of job duties in order to determine which assistantship should be used. We have provided you with the following lists of acceptable job duties to use as an example. Please feel free to contact the Office of Graduate Studies and Research with any questions.

Graduate Assistant – Teaching (GA-T)
The specific duties vary across disciplines and departments but generally involve the following:
   1. Assuming teaching responsibility for a laboratory or discussion session of a course.
   2. Assisting a faculty member in the grading, advising, and preparation of materials for a course(s).
   3. Assisting in general departmental administrative duties, such as advising, help sessions, presentations, workshops, etc.

Graduate Assistant – Research (GA-R)
The specific duties vary according to the nature of the research but generally involve the following:
   1. Assist with design of research components.
   2. Assist with research and data gathering.
   3. Provide data input and reports.

Graduate Assistant – Administrative (GA-A)
Perform administrative support functions in an office setting. There is a wide range of duties including the following examples:
   1. Assist with program development and assessment.
   2. Recruitment functions.
   3. Planning and participating in special events.
   4. Providing guidance to undergraduate organizations.
   5. Assist with public relations.
   6. General administrative support functions.
GA Vacancy Posting

Campus-wide postings are now available online. To post a vacancy campus-wide, please visit the Office of Graduate Studies and Research website. The following information is required to complete a posting online: http://www.salisbury.edu/gsr/gradstudies/gapostingsform.html.

A standard GA application is available for use on the Graduate Studies and Research website.

Eligibility:

To be eligible for an assistantship, students must be admitted to a degree-seeking Master’s program. Appointments are also contingent upon maintenance of minimum credit requirements and good standing (3.0 cumulative GPA) in a graduate degree program at Salisbury University.

Tuition Waivers:

Graduate Assistants are eligible to receive a stipend and a guaranteed tuition waiver of up to 18 credits per fiscal year (Summer II, Fall, Winter, Spring, Summer I). To be eligible for the tuition waiver, students must enroll for a minimum of six credits in the fall and spring semesters.

Students are eligible for a tuition waiver in the semester in which employment begins. To receive a waiver during Winter or Summer sessions, student must have been employed in the preceding semester and not have exceeded their 18 guaranteed credits.

Tuition is waived only for graduate courses applicable toward degree requirements. No waiver may be used for undergraduate credits unless they are required for a graduate degree program. Waivers cannot be applied to courses taken for audit.

Waivers do NOT cover university fees. Students are responsible for all academic fees and tuition beyond the waiver allotment. Any unused portion of the waiver expires at the end of the academic year and may not be carried over to the next year.

Forms:

The following forms must be completed and returned to Jessica Scott in the Office of Graduate Studies and Research:

1. Graduate Assistant Letter of Appointment/Contract*
2. Employee Withholding Allowance Certificate/W4
3. SU Policy Sign-Off Sheet
4. Direct Deposit Authorization
5. Graduate Bio Data Form
6. Payroll Authorization Form or Grant Payroll Authorization Form (grant-funded positions)
7. Tuition Remission Form and Tuition Affidavit Form
8. I9 – Must be completed on the first day of employment.
*The Graduate Assistant Letter of Appointment/Contract does not preclude departments from issuing correspondence and offers to candidates. However, the Graduate Assistant Letter of Appointment/Contract must be completed and submitted to the Office of Graduate Studies and Research for final approval.

**Grant-Funded Positions:**

All positions being funded by a Salisbury University grant or contract MUST be approved by the Fiscal Grants Management Office prior to final review by the Office of Graduate Studies and Research. Please contact Teri Herberger at Jacqueline Eberts at 410-543-6066.

**Approval:**

Once all completed forms have been received, the Office of Graduate Studies and Research will review all documents for accuracy. We reserve the right to request more information or clarification if necessary. Upon approval, forms will be forwarded to the appropriate office (Payroll, Human Resources).

**STUDENT BENEFITS/EXPECTATIONS:**

**Leave Benefits:** Graduate Assistants on a 12-month appointment shall be granted 20 hours of paid leave in addition to any institutional holidays or other days that the institution is closed. This leave must be scheduled at time that does not conflict with the job duties of the position and must be approved in advance by the supervisor.

**Breaks:** Students who work five consecutive hours or longer are required to take a 30 minute unpaid break.

**Job Duties:** To the extent feasible, Graduate Assistants will be notified of expected duties, at least two weeks before the beginning of the semester. An overview of duties is expected to be included in their official Letter of Appointment from the Office of Graduate Studies and Research.

**Orientation and Information:** Your role as a graduate assistant (GA) can be rewarding, but very challenging as well. As a GA, you will be held to certain expectations and standards. You will also be required to interact with undergraduate and graduate students, faculty, and staff in a professional and responsible manner.

Salisbury University is committed to ensuring that graduate assistantships are productive and enhance student qualifications. Therefore, Office of Graduate Studies and Research holds a Graduate Assistant Orientation each year in August.

The orientation program is designed to assist you in meeting the demands of your graduate assistantship by providing you with some tools to help you succeed. Sessions will include
overviews of programs, policies, campus resources, campus tours for new students and much more.

This is a mandatory program for all appointed graduate assistants and every effort should be made to attend.

**Review/Evaluation:** USM Policy on Graduate Assistants encourages departments to provide feedback concerning performance in the assistantship. To assist you, a standard evaluation form is available on our website if needed. You do not have to replace any current evaluation tools with this form.

**APPOINTMENTS:**

The length of appointment may be for a single term, an academic year, 12- months (grant-funded or fellowships) or multiple years, based on the recommendation of the dean, department chair or graduate program director.

- **Full-time** Graduate Assistantships are required to work 20 hours per week. Students must take at least 6 credits.
- **Half-time** Graduate Assistantships are required to work 10 hours per week. Students must take at least 3 credits.

**Renewal of Appointment:** Students may be re-appointed to assistantships for successive terms, but renewal is not automatic or guaranteed. Factors entering into a decision to reappoint a graduate assistant may include:

1. Satisfactory academic performance and progress toward degree;
2. Satisfactory performance of assigned assistantship responsibilities and duties;
3. Availability of funds;
4. Departmental or institutional limits on the number of years for which an assistantship may be held; and
5. Specific departmental needs, constraints and policies, including efforts to allow a large number of qualified students to benefit from assistantships.

Departments are expected to notify students of appointment renewals at least 60 days before the date upon which the appointment is to begin.

Departments unable to meet that notification deadline must provide justification which may include, but is not limited to, uncertainty in departmental funding and course enrollments.

This does not prevent departments from creating new appointments based on enrollments, funding and other factors within the 60 day deadline.

**Termination of Appointment:** A student may terminate their assistantship at any time by providing 30 days written notice to the Department Chair, Graduate Program Director and the Office of Graduate Studies and Research.
The reporting supervisor may also terminate an appointment for reasons such as absenteeism, inferior work performance, poor academic performance or conduct code violation. Supervisor must provide written notice of termination to the student, Graduate Program Director and the Office of Graduate Studies and Research.

In all cases where an appointment is terminated prior to the end of a term in which the student is registered, whether termination is by the student or the supervisor, the waiver of tuition for that term may be cancelled or pro-rated.

**GRADUATE ASSISTANT GRIEVANCE POLICY**

The grievance policy will apply to disputes concerning:

1. Workload volume and scheduling;
2. Inappropriate work assignments;
3. Termination of a graduate assistantship within the term of appointment; and
4. Non-renewal of assistantship for arbitrary or capricious reasons including reprisal for filing a grievance.

The decision whether to renew an assistantship, except for the reason listed above, remains within the discretion of the department chair and is not subject to the grievance process. However, if a graduate assistant believes that an assistantship was not renewed because of unlawful discrimination or other unlawful grounds, the graduate assistant may pursue available institution processes.

Graduate assistants may raise concerns regarding suspected on-campus fraud or fiscal irregularities thought the confidential University System of Maryland hot-line: 1-877-330-2320.

**GRADUATE ASSISTANT GRIEVANCE PROCEDURE**

The University is an academic and collegial community. Regular and clear communication between Graduate Assistants (GA) and their supervisors is essential to maintaining an effective educational environment. GAs who believe their work experience is not in conformity with the Graduate Assistant Policy may seek a review in accordance with this Section.

In all instances, the GA should attempt to resolve these matters locally, collegially, and informally. If the difficulty has not been resolved to the GA’s satisfaction through informal means, then he or she may elect to file a formal grievance.

**Informal Consultation**: The Graduate Assistant should first attempt to resolve any difficulty by discussing the situation with his or her supervisor as expeditiously as possible. If a satisfactory resolution is not reached, the GA should next discuss the situation with the Chair of the Department or follow “the chain of command” for the unit in which they are employed.

**Formal Grievance**: Most problems related to assistantships are resolved through informal consultation. If a problem has not been solved informally to the GA’s satisfaction, he or she may initiate a formal grievance. The formal procedures outlined below are intended to provide a
mechanism through which grievances related to assistantships can be formally made and decided.

**The Graduate Assistant Formal Grievance Procedure:** If a satisfactory resolution has not been achieved following informal consideration, the GA may initiate a formal grievance by sending a letter to the Dean of her or his academic School or Vice President of the unit where he or she is employed, copying the Dean of Graduate Studies and Research. To be considered, it must be received within 30 calendar days from the action involved or from the GA having reasonable knowledge of it. Under exceptional circumstances, that deadline may be extended. The letter must be signed and:

1. Contain a clear description of the facts giving rise to the grievance; and,
2. Be copied to the GAs supervisor
3. Be Copied to the Dean of Graduate Studies and Research
4. Propose a solution

Upon the receipt of the letter, the unit head (Dean or Vice President) will render a decision, informing the GA, the supervisor and the Dean of Graduate Studies and Research within 10 working days. If the GA finds the solution unacceptable, he or she may appeal to the Dean of Graduate Studies and Research. This appeal must be sent within 10 working days of the unit head decision. The letter must clearly state why the proposed solution is unacceptable.

Upon receipt of a letter of formal grievance, the Dean of Graduate Studies and Research will offer to meet with the GA and the supervisor, either individually or together, before proceeding. The Dean of Graduate Studies and Research may also consult with the unit head and other persons knowledgeable about the policies and practices involved. If no solution (agreeable to all parities) can be reached through these discussions within 10 working days, the Dean of Graduate Studies and Research shall refer the matter to a Graduate Appeals Panel. If a solution is reached, a letter detailing the solution will be sent to all parties.

The Dean of Graduate Studies and Research shall appoint a Graduate Appeals Panel consisting of two graduate faculty (one of whom shall chair the panel) one graduate student, and as appropriate, an HR representative to review the matter and make a recommendation. Neither the faculty nor the graduate student appointed to the Panel will be from the department or unit involved in the grievance. Either party to the grievance may request that a panel member be substituted on the grounds that the panel member has a conflict of interest. Additionally, if the grievance involves the office of Dean of Graduate Studies and Research, the Dean shall remove himself/herself from the proceedings and the Provost shall appoint someone to oversee the process. The Dean of Graduate Studies and Research will provide the panel with the letter of formal grievance and the written response(s). The panel shall offer to meet with the GA and the supervisor.

This Panel shall endeavor to convey a written decision and, where appropriate, the remedy, to all parties involved within 15 calendar days of receipt of the letter of grievance.

The Panel shall provide the Dean of Graduate Studies and Research a written report containing a statement of the issues, the panel’s findings of fact, the controlling policy provisions, the panel’s
conclusions regarding the merits of the grievance, and a recommended disposition of the grievance, including any suggested remedy.

The decision, and proposed remedy, of the Graduate Appeals Panel, shall be final.

**GENERAL PRINCIPLES CONTROLLING GRIEVANCES**

These procedures are not intended to mimic a courtroom and be adversarial in nature. Rather, they are formal in the meaning of offering a structured method to investigate, weigh and remedy differences. They are designed to preserve collegiality and minimize injury to the student-faculty relationship. Because grievances, if not made known or not considered expeditiously, threaten the learning experience, GAs, faculty, and administrators share responsibility alike to deal with them promptly. Experience has shown that the following rules promote the orderly and efficient disposition of grievances. Accordingly, they shall be observed:

1. There is a burden of proof. The GA has the responsibility of convincing the unit head (Dean or Vice President), the Dean of Graduate Studies and Research or the Graduate Appeals Panel of three things: a) that the Graduate Assistant Policy has not been followed; b) that the GA has been adversely affected; and c) that any proposed solution is inappropriate.

2. All matters to be considered in support or defense of a grievance should be made known as early in the informal process as possible. Absent extenuating circumstances, matters not raised in the informal process should not be considered in the formal process. In both the informal and formal process, it is the responsibility of the GA and faculty member, respectively, to produce in a timely way the evidence they each wish considered, including any documents and witnesses.

3. The Grievance Procedure is not a trial. Formal rules of evidence commonly associated with criminal and civil trials may be counterproductive in an academic investigatory process and shall not be applied. The unit head, Dean of Graduate Studies and Research, and Graduate Appeals Panel shall give effect to the rules of confidentiality and privilege, but shall otherwise accept for consideration all matters which reasonable persons would accept. Unduly repetitive, irrelevant, or personally abusive material, however, should be excluded. They may also consider matters within the common knowledge and experience of University faculty, including published policies of the University System of Maryland and Salisbury University.

4. The GA may be assisted at any meeting by another person. Although the GA is expected to take an active role in all meetings, the other person may help with organization of arguments and evidence, but they may not speak directly to the panel.

5. The University has in place other grievance procedures and administrative processes designed to address specific types of claims. These are meant to be the exclusive avenue for review and redress. Grievances that by their subject matter may be considered under other established institutional procedures must be brought under those procedures and
may not be considered under these procedures. Matters pertaining to the general level of wages, wage patterns, fringe benefits, or to other broad areas of financial management and staffing are not grievable. These procedures also may not be used to challenge faculty judgment about a GA’s academic performance (including, for example, test scores, grades, waivers, dissertation defenses and other indicia of mastery of subject matter and taught skills).

6. The filing of a grievance does not relieve the GA of the obligation to perform all duties as assigned unless and otherwise decided. Financial awards (e.g., “back pay”, “damages”, “compensation”, and “raises”) may not be awarded. The acceptance of a proposed remedy by the GA shall terminate the grievance process. The matter may not then be further considered or additional remedies sought under the campus procedures.

7. A decision may not be made at any step that conflicts with or modifies a policy, regulation, or grant of authority approved by the Board of Regents, the Chancellor, the President, the Provost, or the Faculty Senate or with any applicable Federal or State of Maryland law.

8. Only currently enrolled Salisbury University graduate students may initiate a formal grievance. The grievance must pertain to the GA’s personal services, not those of another GA. Group, although similar grievances may be consolidated and processed together as a single issue. As a general matter, where a number of individual grievances have been reduced into a single grievance, not more than three GAs selected by the group may be excused from their duties to attend. But they may attend (no matter how many) if they do not need to be excused from their duties.

9. Because it is critical to address potentially corrosive grievances sooner than later, and because the remedies available are prospective, the time requirement established for initiating a formal grievance is necessary to the effective administration of the graduate program. Time requirements are measured from the first occurrence of an event; “continuing” wrongs are not recognized for the purpose of satisfying time requirements.

10. Reprisals against graduate assistants for filing a grievance are prohibited.

For more information please contact the Office of Graduate Studies and Research at 410-548-5395.