

CHAPTER 8 – GRADUATE POLICIES

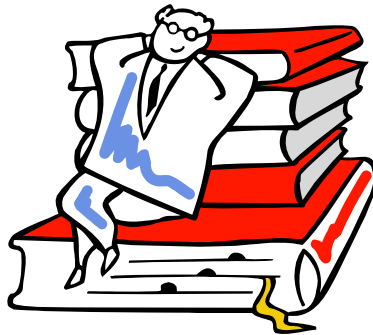
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Chapter 8 – Graduate Policies

{GRADUATE COUNCIL (SU)}

Article I - The Graduate Council

Section 1. The Graduate Council is the coordinating body for graduate study in the university and serves as an advisory board to review appeals on matters concerning the interpretation of regulations governing graduate study and the degree programs as related to the university as a whole. The Council shall approve all changes in the graduate curriculum, evaluate trends in graduate education, and make recommendations to the Faculty Senate concerning the mission of graduate education and the utilization of resources within the university to meet the needs of its graduate constituency. The decisions of the Graduate Council are subject to review by the Faculty Senate and final approval of the provost of the university.

Section 2. The Graduate Council shall consist of the university provost, the dean of enrollment management, the registrar or their designees, and the liaison from the Faculty Senate (all ex officio and nonvoting); the program director from each graduate program (all ex officio and voting); one elected graduate faculty representative from each school (voting); and one graduate student (voting) appointed by the university provost or his/her designee.

- a. School representatives are Graduate Faculty members who are not program directors. Separate elections within each school, as needed, will be conducted by the Faculty Senate during the spring semester.
- b. Terms of school representatives shall be two years and staggered. Terms begin July 1 and end June 30. The initial school representatives' term lengths (one year for two representatives and two years for two representatives) shall be determined randomly at a Graduate Council meeting once the bylaws are approved and before the first election. If a fifth school is established, the initial term will be two years. If additional schools are established, initial terms will be one or two years depending on which best balances the number of representatives elected each year.

Section 3. OFFICERS

- a. Officers of the Council shall consist of the chair and vice chair. Voting members of the Council are eligible to serve as officers.
- b. Officers are elected by the Council each year at the final Spring Semester meeting. Officers' terms begin on July 1 each year.

- c. The vice chair shall assume the duties of the chair in his/her temporary absence. In such a case, the vice chair shall appoint, with the agreement of the Council, a temporary vice chair.
- d. If the current chair leaves the Council, the vice chair shall assume the duties of the chair for the remainder of the year and a new vice chair shall be elected by a majority vote of the Council.
- e. The chair shall preside at all meetings of the Council and be responsible for supervision and execution of its business. The vice chair shall record the meeting minutes and distribute a copy of it to each Council member prior to the next Council meeting, unless a staff member is available to perform these duties.
- f. The chair, with the approval of the Council, shall create ad hoc committees and appoint their membership.
- g. The chair, with the approval of the Council, shall appoint members of the graduate faculty to fill vacancies created by the resignation or extended absence of elected members. The appointment will be for the unexpired term of the absent member.

Section 4. MEETINGS

- a. The Council shall hold regular meetings each semester of the academic year. The notice and agenda shall be sent to the members of the Council no less than three days prior to each regular meeting. A majority of the voting members of the Council shall constitute a quorum.
- b. Special meetings may be called in the following ways:
 - (1) by the chair of the Council, or
 - (2) by written petition of a majority of the members of the Council, or
 - (3) by the request of the university Provost.

(Note: Notice of a special meeting shall include the agenda and shall be sent to the members of the Council as far in advance of the meeting as possible.)

- c. Following Council approval, the minutes of Council meetings will be posted on the Council Web site.

Section 5. COMMITTEES

The Council shall establish, but is not limited to, the following standing committees: 1) Academic Policies and 2) Curriculum and Programs. The Council shall also establish Ad Hoc Committees as needed.

a. Academic Policies

The purpose of the committee shall be to make recommendations to and receive suggestions from the Graduate Council for academic policies and procedures regarding such matters as admission, readmission, academic standing, retention and standards for all graduate courses, procedures regarding tuition and fees, time limitations and the grading system, and standards of academic honesty and regulations concerning appeals.

b. Curriculum and Programs

The purpose of the committee shall be to make recommendations to and receive suggestions from the Graduate Council for the general coordination and improvement of graduate studies, and to screen all proposed additions, deletions, and changes in the graduate curriculum.

c. Ad Hoc Committees:

1. Ad hoc committees will carry out specific tasks not within the purview of a standing committee and will cease to exist on presentation of the final report to the Council. The Council shall determine the size of each ad hoc committee.
2. The membership and structure of the standing committees of the Graduate Council will be as follows:
 - a. Each committee shall consist of three Council members, elected by the Council, from which committee members shall elect a chair.
 - b. Each committee shall not have more than one member from any graduate program.
 - c. Committee chairs shall submit an annual report of their year's activities to the Council chair no later than June 30. The Council chair shall arrange for the reports to be posted on the Council Web site.

ARTICLE II - THE GRADUATE FACULTY

Section 1: Graduate Faculty Definition. The graduate faculty consists of full-time tenured and tenure-track faculty, who possess a terminal degree as defined by their respective program or accrediting agency.

Section 2: Graduate Faculty Member's Rights and Privileges. Being a member of the graduate faculty affords the following rights, privileges and responsibilities:

- 1) to serve as a Graduate Program Director,
- 2) to supervise and administer comprehensive examinations,
- 3) to direct thesis projects, and
- 4) to act as the chair of a thesis committee.

Departments should forward requests to add members to the Graduate Faculty to their school Dean. Upon approval of the school Dean, requests for additions should be forwarded to the Dean of Graduate Studies and Research. The Dean of Graduate Studies and Research shall ensure that Graduate Faculty Members are noted in the university catalog.

Section 3: Special Appointment to Graduate Faculty. Aside from university faculty, it is sometimes desirable for an external individual with particular expertise or ability to serve as a member of a graduate student's thesis advisory committee. Special Appointments can only serve as committee members. They cannot chair or co-chair a thesis committee.

Departments should forward requests to add Special Appointments to the Graduate Faculty to their school Dean. Upon approval of the school Dean, requests for additions should be forwarded to the Dean of Graduate Studies and Research.

NOTE: While it is presumed that a small number of Assistant Professors will qualify for Graduate Faculty, the Program Director/Department Chair may request that the school dean make exceptions to the above criteria and appoint those candidates that are deemed qualified. Qualification should be based on programmatic need. Notification of such an appointment must be made in writing to the Graduate Council.

ARTICLE III - PURPOSE AND PROCEDURES

Section 1. The Graduate Council acts as the executive body of the Graduate Faculty.

Section 2. The Graduate Faculty may request, by a majority vote of those present at a regular or special meeting, a delay in any policies or recommendations made by the Graduate Council so that it can conduct its own review of an issue. The Graduate Faculty may elect members to an ad hoc committee to review the issue and report back its recommendation within 30 days. This recommendation,

which may be amended at a meeting of the Graduate Faculty, must be approved by a majority vote of those present and will supersede the action of the Graduate Council and move forward to the Faculty Senate.

Section 3. Meetings may be called (1) by a majority vote of the Graduate Council; (2) when requested by the president or the provost of the university; or (3) when requested, in writing, by at least 20 members of the graduate faculty.

Section 4. A quorum for meetings is 30 members of the graduate faculty.

Section 5. The chair or vice chair of the Graduate Council shall preside at all meetings of the Graduate Faculty. The vice chair shall serve as recording secretary, unless a staff member is available to perform this duty.

ARTICLE IV - ADOPTION AND AMENDMENTS

Section 1. Adopting or amending the Bylaws of the Graduate Faculty may be proposed by a majority vote of the Graduate Council or by petition of twenty (20) members of the graduate faculty.

Section 2. Adopting or amending the Bylaws of the Graduate Faculty requires that Graduate Faculty members receive a ballot at least one week before the ballot is due to be submitted. Passage of changes requires a positive vote from 2/3 of the submitted ballots. Members will vote on each change individually. Voting may be handled electronically.

ARTICLE V - GRADUATE ADMINISTRATION

Section 1. Administration and Implementation of Graduate Studies

The Vice President for Academic Affairs and Provost administers Graduate Studies with the assistance of the dean of enrollment management, the registrar, and the graduate program directors. Graduate faculty implements the graduate programs.

Section 2. Appointment/Reappointment of Graduate Program Directors

Academic deans or department chairs, depending on internal school administrative structure, assume responsibility for recommending the appointments and evaluations of graduate program directors to the provost. Any member of the graduate faculty may be considered for the position of graduate program director.

The term and responsibilities of the graduate program director will be specified in a letter of appointment from the appropriate Dean or Chair.

Section 3. Responsibilities of Graduate Program Directors

The graduate program director is responsible, either personally, or by coordinating departmental faculty, for:

- a. admitting students into the graduate program;
- b. advising, including preregistration and other academic advising, graduate program information, and career counseling;
- c. approving transfer credits, requests to study at another institution, and requests for graduate credit during the undergraduate senior year;
- d. keeping and monitoring student records for retention purposes;
- e. preparing graduation audits;
- f. recommending graduate curriculum and course sequencing;
- g. scheduling graduate courses;
- h. serving as a voting member of the Graduate Council;
- i. disseminating information from the Graduate Council to the school and/or department;
- j. recruiting students; and
- k. selecting and supervising graduate assistants.

Section 4. Evaluation of Graduate Program Directors

The appropriate academic dean or chair evaluates graduate program directors yearly and recommends continuation or termination of directors to the provost. The department and/or school will determine evaluation procedures in advance.

By-Laws of the Graduate Council (Passed: April, 2002)

{GRADUATE EDUCATION ([BOR III-7.10](#))}

1. Salisbury University is authorized to offer masters degree programs in business, education, English, history, nursing and psychology. The requirements for the master degrees currently offered by Salisbury University have been established by the graduate faculty in the university's academic departments and are published in the University's *Undergraduate and Graduate Catalog*.
2. The University graduate programs are administered by the provost in cooperation with the dean of enrollment management and the deans of the school, which offer graduate programs and the

registrar. Following are the guidelines for graduate program administration.

- a. **Authority of Deans** - Authority for the design, development and implementation of individual graduate programs rests with the dean of the school in which those programs are offered. Programs are supervised in accord with a "chain-of-command" which begins with faculty who develop graduate courses and programs, moves to graduate program directors selected by departments to implement those programs, and thence to department chairs in which the programs are offered. Department chairs have administrative and supervisory responsibility for programs in their departments and for the work of their graduate program directors. Department chairs, in turn, report to the dean of the school who has final authority over and responsibility for the graduate programs of the departments of the school.
- b. **Authority of the Dean of Enrollment Management** - Authority for the management of university wide aspects of graduate study rests in part with the dean of enrollment management who engages in general recruitment for graduate students with special emphasis on minority graduate students, disseminates general information about the university and supervises application and admission of students to graduate study at the institution. This dean supervises publication of the graduate catalog in cooperation with the graduate council.
- c. **Role of the Graduate Council** - The Graduate Council develops university-wide policy and procedures for graduate study at the university and for the coordination of the individual graduate programs offered by departments and schools. The Graduate Council consists of the provost, dean of enrollment management and the registrar (all ex-officio), one graduate program director from each graduate program, one member elected at large from the graduate faculty of the Henson School of Science and Technology and two members elected at large from graduate faculty of those departments in the Fulton and Perdue Schools and the School of Education and Professional Studies which do not have master's degree programs.
- d. **Role of Graduate Program Directors** - Graduate program directors are appointed by their departments and assist the provost in administering the graduate program. Graduate program directors are appointed according to procedures detailed in **Article IV: Bylaws**
- e. **Adoption and Amendments, Graduate Program Directors** of this handbook under **The Graduate Council** section. Program directors disseminate general information about the university and specific information about individual graduate programs offered by their schools and departments, supervise the application of students to graduate study in their departments, monitor graduate student compliance with university wide academic policies for graduate students, and work in close coordination with the Graduate Council, provost, dean of enrollment management, registrar, and deans to implement approved policies and procedures.
- e. **Graduate Faculty Advocacy** - Graduate faculty are supported by and supervised by their department chairs and by the deans of their schools. Support for special graduate program activities such as research and release time is provided to graduate faculty by their department chairs and deans in accordance with the overall plans of the departments and schools, and within the context of the **Mission and Academic Long Range Plan** of the university.
- f. **Application for Graduate Study at Salisbury University** - The purpose of application is to become eligible for post-baccalaureate study. Students who are accepted for graduate study are encouraged to affiliate with a particular graduate program but do not necessarily have to do so. Steps in the application process include:
 - 1) development by the Graduate Council of general admission requirements;
 - 2) application by prospective student;
 - 3) notification in writing to applicants by the dean of enrollment management of acceptance, conditional acceptance or non-acceptance to general graduate study;
 - 4) notification to applicants who are accepted and who have expressed interest in a particular graduate program that their interest will be conveyed to that program's director who will, in turn, contact them; and
 - 5) forwarding of applications of students expressing program interest to the director of the program of interest.
- g. **Admission to Individual Graduate Programs** - The process of admitting students to the individual graduate programs of the university is managed by the graduate program directors in the departments/schools

which offer these programs. Steps in this admission process include:

- 1) development of criteria for program admission by department/school offering program;
- 2) evaluation of records of program applicants by graduate program directors;
- 3) notification in writing to applicants by program directors of acceptance, conditional acceptance or non-acceptance; and
- 4) notification in writing to the registrar of the student's acceptance into the program, including the starting semester for which admission is granted.

h. Program Design, Development and Approval - Before designing an individual graduate program,

faculty/departments/deans must tender a prospectus of the program to the secretary of higher education and the University System of Maryland (USM) via the Graduate Council, the provost and the president of the university. Once this prospectus has been reviewed and approved by the Maryland Higher Education Commission (MHEC), Board of Regents (BOR), faculty working with their departments, department chairs and deans may proceed with the design of a full, program proposal. This proposal must then be approved by the Graduate Council, the provost, the University System of Maryland (USM) Academic Affairs Advisory Council and USM Board of Regents; and ultimately by the Maryland Higher Education Commission. The design, development and approval of individual graduate programs results in degree requirements, graduate courses and program sequences. Steps leading to these results include:

- 1) notification by prospectus to the Secretary of Higher Education of intent to develop a specific graduate program with copies to provost and Graduate Council;
- 2) discussion and review of program prospectus by USM constituents;
- 3) design of proposed graduate program, including requirements, courses and sequences by faculty/departments/deans;
- 4) review and approval of program by Graduate Council;
- 5) review and approval of program by provost of the university;

- 6) review and approval of program by USM Academic Affairs Advisory Council;
- 7) review and approval of program by USM Board of Regents'
- 8) review and approval of program by Maryland Higher Education Commission;
- 9) publication of program including requirements, courses and program sequence in university's *Graduate Catalog* by the Publications Office.

i. Process for Appeals by Graduate Students -

The general principal governing appeals of procedures, requirements or decisions by graduate students is that appeals related to general university concerns are heard by the provost and that appeals related to individual graduate programs are heard by program directors, department chairs then deans in sequence as necessary. Where students seek the hearing of appeals which may concern both general university and individual program matters, the provost and the director, department chair and/or dean of the relevant school will work together in close cooperation to consider the appeal. There are several kinds of appeals which have been identified as within the authority of either the provost or deans of schools and these are listed below.

- 1) extension of grades of Incomplete;
- 2) permission for enrollment beyond 12 hours;
- 3) extension of the Drop/Add period; and
- 4) waivers.

j. Scheduling of Graduate Courses - The

scheduling of graduate courses is, in general, governed by the program sequences of which they are a part and is the responsibility of the department chairs in which the programs are offered, subject to the approval of the dean of the school, working in close cooperation with the registrar. Steps in the process for scheduling graduate courses include:

- 1) submission by department chairs/deans of schedules of graduate course offerings to the provost for regular terms and to registrar for winter and summer terms;
- 2) negotiation of final schedules of graduate course offerings by school deans in tally meetings with the registrar for regular terms as well as for winter and summer terms; and
- 3) publication by the registrar of comprehensive and graduate-only schedules-of-classes for regular terms and for winter and summer terms.

- k. **Marketing of Graduate Programs and Recruitment of Graduate Students** - Graduate program marketing and recruitment activities are shared by the dean of enrollment management and deans of schools in the following way:
- 1) promulgation of the array of graduate programs available at SU by the dean of enrollment management at general graduate student recruitment events,
 - 2) specific recruitment of minority graduate students to graduate study at SU and at special minority graduate student events; and
 - 3) marketing and recruitment for individual graduate programs by directors/department chairs/deans at events and through methods possible given the resource allocations of the department/school.
- l. **Assignment of Graduate Assistantships to Graduate Programs** - The USM governance structure makes possible the use of graduate assistants who are appropriately qualified and adequately supervised as teaching assistants. Individual graduate programs may pursue graduate assistantships specific to the needs and content of their programs with the approval of the provost of the university. Graduate programs may be assigned graduate assistantships as follows:
- 1) documentation of needs for graduate assistantships by program directors/department chairs/deans to the registrar; and
 - 2) assignment of graduate assistantships to individual graduate programs by the registrar after consultation with provost.

Section on Role of Graduate Council and Program Design, Development and Approval revised per Dr. Tardiff – 9-11-09

{GRADUATE STUDENT CONCURRENT INTER- INSTITUTIONAL REGISTRATION (BOR III-2.41)}

Undergraduate students at Salisbury University may register concurrently at other institutions in the University System of Maryland in accordance with **BOR III - 2.41 UNIVERSITY SYSTEM OF MARYLAND POLICY ON UNDERGRADUATE STUDENT CONCURRENT INTER- INSTITUTIONAL REGISTRATION**, which is cited in full below.

I. Policy

It is the policy of the Board of Regents of the University System of Maryland to encourage graduate students enrolled at one institution of the system to avail themselves of course

offerings, research facilities, and special faculty competencies at the other institutions of the System. Therefore, degree-seeking graduate students at USM institutions may, with the permission of the graduate coordinator in the program to which they were admitted, pursue for credit at other institutions within the university system graduate courses to augment their degree programs.

Courses taken at other institutions should be used to augment the home campus program. If a major portion of the program a student wants is not given at the home institution, then the student should transfer to an institution which offers the program.

In granting permission to pursue the opportunity afforded by this policy, significant factors to be considered by the graduate coordinator may include but are not limited to:

- A. Unavailability of a similar or comparable course at the home institution within a reasonable time frame. Here convenience is not adequate justification.
- B. Possible enhancement of the student's overall program in a way not possible at the home institution, as by the existence at the host institution of a unique research or instructional facility, particular faculty expertise, or the availability of a particular course not offered at the home institution.
- C. The level and content of the course, including the nature of prerequisite course work.

II. Definitions

- A. Home Institution -- The institution to which the student is currently, formally admitted in an approved graduate degree program. The home institution will be responsible for admission, academic advising, grants of financial aid, the academic transcript and the awarding of the graduate degree. The student must maintain academic eligibility at the home institution.
- B. Host Institution -- The institution that registers the inter-institutional student for the inter-institutional course only and offers the course(s) taken as a visiting inter-institutional student. The host institution will provide, on a space available basis, access to courses, seminars, and research facilities. Use of the libraries, parking facilities, and emergency health care will be made on the same terms on which they are offered to graduate students at that institution.

III. Regulations Governing the Inter-Institutional Registration Program

- A. Degree-seeking graduate students in good academic standing in approved graduate programs at USM institutions are eligible to participate.

- B. Participation in the program shall be entered into only after receiving approval from the appropriate authority at the home institution and with the concurrence of the appropriate authority at the host institution. Approval does not insure availability of a place in the course at the host institution. Actual registration is on a "seats available" or other established basis. Contact with the department or program at the host institution is recommended in order to determine availability of space in the course and the existence of particular prerequisites. This should be done well in advance of the registration period in which the course will be taken. Students will use the registration procedures and times applicable to native students at the host institution.
- C. Inter-institutional students shall pay all tuition for courses taken at a host institution directly to the home institution in accordance with that institution's policies. On an annual basis there will be an exchange of tuition collected based on enrollments at the host institutions. For teaching load and FTE student computation, the credit hours taken at the host institution will be reflected at the host institution.
- D. All credits and grades earned by participating students at a host institution are defined as resident credit by the home institution and entered on the academic record of the student at the home institution.
- E. The University System of Maryland and each institution shall develop coordinated procedures for the implementation of this policy.

{GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS (BOR VII-4.50)}

I. Purpose

Graduate Assistants are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty and undergraduate students in teaching, research, or administrative environments is an integral part of that education. The University is committed to ensuring that graduate assistant assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with the educational objectives of the student and his or her program.

Salisbury University supports graduate students by:

1. Advancing the student's graduate education through practicum-based experiences, including the development and application of teaching, research and other skills, while also advancing the mission of the institution.
2. Providing financial support, including stipends and tuition assistance, to aid degree-seeking students enrolled in SU masters programs and appointed as graduate assistants in the pursuit of their graduate degrees.

II. Types of Assistantships

Salisbury University has three types of assistantships available. Each graduate assistant should be placed into one of these categories. On occasion, graduate assistants may have appointments in more than one category.

A. 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.
4. Coaching in Athletics.

B. 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.

{COMBINED BACHELOR'S/MASTER'S PROGRAMS (BOR III-2.20)}

1. Faculty who wish to develop combined bachelor's/master's degree programs must design such programs cooperatively with the dean of their school, Graduate Council and the Office of Academic Affairs. Combined programs must be approved in accordance with the steps described in the university's curriculum manual, *Policies and Procedures for Curriculum Approval*.
2. Undergraduate students who are within six semester hours of completing requirements for the baccalaureate degree and who have submitted an Application for Admission to Graduate Study, an application fee, two recommendation forms and an appropriate standardized test score (see *Graduate Catalog*) may, with the approval from the Registrar's Office. Graduate credit for these courses is awarded only upon completion of the baccalaureate degree by the end of the semester in which the students began the final course requirements.

C. Graduate Assistant – Administrative (GAA)

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.

III. 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.

IV. Financial Assistance and Benefits

A. 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 degree program. Waivers cannot be applied to courses taken for audit. Any unused portion of the waiver expires at the end of the academic year and may not be carried over to the next year. Waivers do **NOT** cover university fees.

Graduate Assistants are responsible for all academic fees and tuition beyond the waiver allotment. These must be paid by the due date or a late fee will be assessed.

B. Tuition Rates

Graduate Assistants receive tuition at the in-state rate. This combined with tuition waivers may affect existing financial aid packages. If an assistantship is terminated or not renewed, aid packages will need to be reevaluated. Graduate Assistants are responsible for reporting this information to the Financial Aid Office in a timely manner.

C. Residency

Graduate Assistants are billed at the in-state tuition rate during their appointment, including any credits taken over and above the guaranteed 18 waived credits. This does not affect official residency status which was decided upon admission. Therefore, if an appointment is terminated or not renewed, the student will be charged in accordance to their residency status for all future credits.

D. Payroll

Payroll is issued bi-weekly. As a condition of employment, all employees are required to use direct deposit. Due to processing, it takes an average of four weeks to receive your first payment. For Graduate Assistants performing teaching or research activities, the related tuition waiver will not be subject to taxation. For Graduate Assistants performing administrative functions, the related tuition waiver will be subject to taxation and withholding. The amount of the taxable tuition waiver will be reported on a W-2 form.

E. 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.

F. Orientation and Information

Graduate Assistant information can be found at: http://www.salisbury.edu/gsr/gradstudies/grad_assistantships.html. Additional information for all graduate students is located in the Graduate Handbook at: <http://www.salisbury.edu/gsr/gradstudies/docs/Salisbury%20University%20Graduate%20Student%20Handbook%202011-12.pdf>.

V. Appointments

A. Length

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

Full-time Graduate Assistants are required to work 20 hours per week. Students must take at least 6 credits.

Half-time Graduate Assistants are required to work 10 hours per week. Students must take at least 3 credits.

B. Appointment Letters

Students will be notified of appointments with an official Letter of Appointment (located at: http://www.salisbury.edu/gsr/gradstudies/grad_assistantships.html) from the Office of Graduate Studies and Research. This letter will provide students with the following information:

- Length of appointment
- Starting and ending dates of the appointment
- Time Commitment
- Job Duties
- Stipend Amount and Tuition Waivers
- Hiring Department and Supervisor
- Contact information to obtain additional information

This does not preclude departments from issuing correspondence and offers to candidates. However, the Graduate Assistant Letter of Appointment/Contract is the official offer letter and must be completed and returned to the Office of Graduate Studies and Research for final approval.

C. 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:

- Satisfactory academic performance and progress toward degree;
- Satisfactory performance of assigned assistantship responsibilities and duties;
- Availability of funds;
- Departmental or institutional limits on the number of years for which an assistantship may be held; and
- 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.

D. 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, and 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.

VI. Job Expectations

A. Job Duties

Graduate Assistants will be notified of expected duties per their official Letter of Appointment from the Office of Graduate Studies and Research.

B. Dress Code

Graduate Assistants working within an office setting are expected to dress in a business casual manner. Graduate Assistants working in other areas should discuss appropriate dress with the hiring supervisor.

C. Breaks

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

VII. Professional Conduct

Salisbury University is committed to creating a campus climate that is respectful and in accordance to the laws of the State of Maryland. All employees, including Graduate Assistants, are expected to abide by university policies in regards to sexual misconduct, discrimination, and academic integrity. Any Graduate Assistant found in violation of these policies will face disciplinary action.

A. Confidentiality

Graduate Assistants may have assigned job duties that require access to sensitive information. As such, Graduate Assistants are required to treat such information in a highly professional and confidential manner. Any student who is found in violation of this will face disciplinary action.

B. Sexual Harassment Policy

Salisbury University encourages an atmosphere of physical, psychological, and social wellbeing which offers all members of the University community an environment that provides opportunities to work, learn and develop with the human dignity that caring individuals bestow on one another. As a result, intimidation and harassment of any kind and, specifically, harassment motivated by gender, race, religion, national origin, sexual orientation,

age, or disability are expressly prohibited. Discriminatory harassment of all types is serious. When it occurs between faculty and students or between supervisors and subordinates, it exploits the unequal power structure inherent in these relationships. When it occurs between students or co-workers, it may create an intimidating or hostile environment in which to learn or work. It is unacceptable conduct and will not be tolerated by the University.

Salisbury University defines sexual harassment to include unwelcome sexual attention, unwelcome requests for sexual favors and other verbal or physical behavior of a sexual nature when

- submission to the conduct is either explicitly or implicitly a term or condition of an individual's academic or work program; and
- submission to or rejection of the conduct by an individual is used as the basis for academic or work decisions affecting that person.

In addition, sexual and other discriminatory harassment can include conduct that unreasonably limits an individual's ability to fully participate in work or school, interferes with work or academic performance, or creates a hostile, offensive, or intimidating work or academic environment and has no legitimate relationship to the subject matter of the course or the demands of the workplace.

This policy shall not be construed so as to abridge the right to academic freedom that is consistent with the University's mission and federal and state law.

Sexual and other discriminatory harassment violate Salisbury University policy and may violate federal and state civil or criminal law. Persons who feel that they may have been subject to harassment based on their protected status should immediately seek assistance and report their concerns using the Salisbury University Procedures for Pursuing Complaints of Sexual or Other Discriminatory Harassment. Retaliation against a person who makes a complaint of harassment prohibited by this Policy or is a witness in a harassment investigation is also expressly prohibited by this Policy.

In addition, due to the potential for serious harm to innocent persons, the filing of a known untruthful complaint of harassment is also expressly prohibited. The failure to prove to the Fair Practices Officer or the hearing committee that discriminatory harassment has occurred is not, by itself, evidence that a knowingly untruthful complaint has been made.

For the full policy please visit
http://www.salisbury.edu/diversity/eoo/Sexual&DescrHarrPolicy_SU_Rev.02.09.pdf

C. Equal Opportunity Statement

Salisbury University has a strong institutional commitment to diversity and is an Affirmative Action employer, providing equal employment and educational opportunities to all those qualified, without regard *age, class, citizenship, color, disability ethnicity, gender, genetic information, immigration status, national origin, race, religion, sexual orientation, and veteran status*. The University adheres to Federal and State AA/EEO laws and University System of Maryland Board of Regents Policies Section VII General Administration: VI-1.00, VI-1.05, VI-1.10, VI-1.30, VI-1.20

Salisbury University values diversity among our students, faculty, and staff and believes that interactions with those holding varying perspectives, backgrounds, and beliefs contribute to a well-rounded educational experience and promotes personal and professional development. Understanding and acceptance of others is of ever-increasing importance in today's world.

IX. Forms

The following forms must be completed for all Graduate Assistantships are located at:
http://www.salisbury.edu/gsr/gradstudies/grad_assistantships.html

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 Job Description
6. Graduate Bio Data Form
7. Payroll Authorization Form
8. Tuition Remission Form and Tuition Affidavit
9. I9 – Must be completed on the first day of employment.

X. Graduate Assistant Shared Governance

Salisbury University believes strongly in the shared governance model. The University is actively developing a Graduate Student Council that will include significant representation from graduate assistants. This council will have regular access to highest levels of SU administration. The council is expected to be functional during fall 2012.

XI. 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.

A. 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.

B. 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.

C. 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:

- a) Contain a clear description of the facts giving rise to the grievance; and,
- b) Be copied to the GAs supervisor
- c) Be Copied to the Dean of Graduate Studies and Research
- d) 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 parties) 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 members (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. 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.

D. General Principles Controlling Formal Graduate Assistant Grievance Procedures

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:

- a) 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.

- b) 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.
- c) 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.
- d) 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.
- e) 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).
- f) 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.
- g) 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.
- h) 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 grievances are not permitted, 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.
- i) 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.