

College of Health and Human Performance Graduate Assistant Appointment and State Funding Guidelines

Philosophy: Graduate assistants are critical to the college's success in excelling in research/scholarly activity, teaching, and service to the community and profession. Graduate assistantships are one mechanism intended to recruit quality graduate students to the College of HHP and to enhance the graduate learning experience. Graduate assistantships complement the educational experience. Graduate assistantships should not be used to hire graduate students to perform departmental or faculty clerical duties.

Appointment Guidelines for GAs

Graduate assistantships should be used primarily to support doctoral level students.

All departments are encouraged to appoint all doctoral students receiving a graduate assistantship at .50 FTE. Full-time graduate assistants (.50 FTE) with a full course load are encouraged to not pursue outside employment.

Appointments are made for a nine month period, with optional summer appointments.

The college is committed to increasing the stipend for graduate assistants to be able to recruit, retain and graduate the best doctoral students in the country. The minimum stipend for incoming doctoral students in Fall 2007 is \$12,000 for .50 FTE. For masters the minimum is \$8000 for .50 FTE.

A .50 FTE can be a split appointment; with the usual split appointment being .25 FTE teaching and .25 research; however split appointments are discouraged.

State Funded Teaching Assistantship

Graduate Teaching Assistants/Associates may be assigned as classroom teachers, co-teachers, classroom assistants, lab assistants, or other roles directly related to classroom instruction. Teaching duties may include, depending on level of graduate student, but are not limited to, assisting faculty with course preparation, teaching an undergraduate level course, co-teaching, being a classroom assistant, teaching lab assistant, or other roles directly related to classroom instruction.

State Funded Research Assistantship

Graduate Research Assistants/Associates provide support for faculty-initiated research/scholarly activity which enhances and furthers the faculty's research endeavors. State funded research assistantships are limited to doctoral students only. Research duties may include depending on level of graduate student, but are not limited to, assisting in lab research, community-based research activities, developing research and evaluation surveys, research design, sampling strategies, collecting data, analyzing data using software analysis programs, data presentation, writing draft research reports, assisting with grant preparation, and/or supervising a research team.

- Research assistantships (.50 FTE) are to be provided to all untenured faculty. These research assistantships will be funded by the college using state funds.
- As funds are available, state funded research assistantships for doctoral students may be provided to tenured faculty using the following criteria and process:

Criteria

- Faculty requesting RA must be tenured.
- Faculty must be the advisor/mentor of the student for which they are seeking funding for.
- Department chair must approve and sign RA request and agree to fund RA in years 3 & 4.
- Request cannot be for more than two years.

RA Request Process

- A call for RA requests will be forwarded to all college tenured faculty by the Associate Dean for Research.
- Faculty will complete a RA Request Form (Appendix A), and provide a two page justification that will include: 1) need for RA; 2) expected outcome/products (i.e., manuscript, grant proposal, pilot data collection); and, 3) how they expect to fund the student once this funding ceases. Each faculty will also be asked to submit a current NIH biosketch form (3 page limit).
- The Council of PIs will review the requests and recommend to the College Administrative team faculty who should receive state funded RAs.
- The Associate Dean for Research will notify faculty of state funded research assistantships.

Expectations of Faculty with State Funded RAs

The appointment of a state funded RA is a privilege not a right. All faculty must appropriately supervise and mentor their research assistant(s). Therefore, faculty will be accountable for products/outcomes of having a RA appointed to them. If the faculty member's research changes that may potentially impact their projected outcomes, they must notify the Associate Deans for Research and Academic Affairs. If the expected outcomes are not met the faculty member could lose the privilege of having a RA assigned to them in the future.

Research assistants will be evaluated on their productivity; therefore, faculty are encouraged to include RAs in their published works, when appropriate.

All assistantships are subject to review on an annual basis and can be withdrawn if the graduate student is not performing under the expectations outlined by their mentor/advisor.

Graduate Assistantship Eligibility

All graduate assistants must maintain good academic standing with an overall graduate **and** degree program GPA of 3.00 or higher each term. Inability to maintain good academic standing with the university and academic program may result in academic dismissal. All graduate assistants must be full-time except during semester of graduation.

Graduate Assistants may be employed in college or department offices that perform professional or service duties outside of teaching or research assignments. Duties performed **must** directly contribute to the graduate student's program of study. It is the responsibility of the academic unit to ensure duties complement the degree program. No office/clerical responsibilities are acceptable.

All graduate assistants must make satisfactory progress toward their degree. Satisfactory progress is determined on a case-by-case basis by the graduate assistant's Graduate Program Coordinator and College Graduate Faculty through the GA Annual Report process. If it is determined that satisfactory progress is not being made, even if the student is meeting other requirements (i.e., GPA, full-time status), the graduate student may lose their assistantship.

Accountability of Graduate Assistants

The graduate assistantship contract will include GA, TA and/or RA assignment with specifics regarding each (i.e., what course(s) to be taught; which faculty they are working with).

GA Annual Report

Each January (last week of the month) all graduate assistants/students must complete and submit an annual report. The annual report will allow the GA to reflect on past calendar year with regards to accomplishments (i.e., publications, grant activity, presentations, and professional/community service work) and how they are progressing toward degree completion (i.e., qualifying exam, dissertation proposal). All graduate students, but in particular, HHP funded GAs are expected to be performing in these areas. This annual report will be reviewed by the Graduate Program Coordinators and College Graduate Faculty who will determine if the graduate assistant/student is adequately progressing in degree program and if they are meeting expectations (i.e., publications, grant activity, presentations, and professional/community service work). Graduate assistants who do not complete the Annual Report will not receive a contract for the following year.

GA Performance Evaluation

During the last week of each semester all faculty who oversee a TA or RA will be requested to complete a GA Performance Evaluation that evaluates the student's performance as a GA. This evaluation is not tied to academic performance but to performance as a graduate assistant. If GA is not performing well they may lose graduate assistantship the following semester.

Accountability of University Funded Fellows

Recipients of university funded fellows/awards (i.e., Graduate Alumni Award, Grinter Fellow, McKnight Fellow) must complete an Annual Report and those who have teaching and/or research assignments must also have a GA Performance Evaluation completed every semester.

Approved by College Council: July 31, 2007

Appendix A

College of Health & Human Performance Research Assistant Request Form 2007-08

Faculty name:

Department:

Student name:

_____ New student _____ Current student _____ # of years in program

Faculty signature

Date

Department Chair approval: I have reviewed the faculty's research assistant request and support this request. As department chair I will work with the faculty member to seek funds to support this student after the college funded research assistantship ends, if needed.

Department chair signature

Date

Checklist: (all items must be included)

1. A completed Request for Research Assistant Form
2. A two page justification: 1) need for RA; 2) expected outcomes/products; and 3) how they expect to fund student the following year
3. NIH biosketch

DUE: via email to Drs. Cauraugh & Brown