



GRADUATE ASSISTANTSHIP GUIDELINES FOR 2014-2015

Graduate assistantships serve as the primary means of support for many graduate students, enabling them to work toward their degrees and grow professionally while providing the University the benefit of high-quality services. The graduate assistant (GA) is both student and employee, and is expected to perform well academically and to meet teaching, research, and/or service obligations. All GAs are required to complete FERPA Training as a requisite of employment.

Each graduate assistant should be required to perform a level of work consistent with that of a graduate student and be assigned to work no more than 20 hours per week. Out-of-state residents are afforded tuition at the in-state equivalency. Please call Graduate Education (3567) to inform us prior to processing an EPAF for any International Student you have hired or plan on hiring for the Fall 2014 semester.

To be eligible for an assistantship, students must be admitted to a graduate program at MSU, have earned a cumulative GPA of at least 3.0, and must be enrolled for a minimum of six hours of graduate coursework each semester they hold an assistantship (three hours for the summer). Any student in his/her last semester of graduate study may be permitted to hold an assistantship with only three hours of coursework but may not work beyond his/her date of graduation. An assistant may not enroll in more than 13 credit hours during the semester. NO COURSE OVERLOADS will be approved for graduate assistants.

An I9 Form and a Background check must be completed and on file in Student Employment before a student may begin work. Deadlines for payroll follow the monthly exempt payroll schedule as found on *myGate*. Personnel action of any resignation or termination should be immediately processed in order to stop the GA stipend. Departments will be held responsible for any salaries paid if a termination PA is not completed in time following the payroll schedule. Graduate students are allowed to hold an assistantship for four semesters excluding summers. A student may petition the Associate Provost for Graduate Education and Research, for up to two additional semesters.

It is preferable that GAPA's be processed for the whole academic year, however, they may be processed for one semester at a time or prorated if circumstances warrant. Grant funded graduate assistantship assignments and subsequent PA's should reflect the dates of the grant. Make sure you are aware of any students graduating in December and process a Fall only EPAF.

		EPAF Due
Full Year	August 18, 2014 – May 9, 2015	August 1
Fall Only	August 18, 2014 – December 13, 2014 (16 Weeks)	August 1
Spring Only	January 12, 2015 – May 9, 2015 (15 Weeks)	December 1
Summer 2015	May 11, 2015 -August 14, 2015 (14 weeks)*	May 1

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*Salaries for GA's working more or less than the time frames above may be prorated for the number of weeks actually worked. Make sure that PAs are processed and completed on time for the respective payroll month.

The following categories are used for classifying graduate assistant (GA) workers as required by the U.S. Department of Education for IPEDS (the Integrated Postsecondary Education Data System) reporting purposes. These categories are established by IPEDS, not Murray State, and you may find that none of the categories is a perfect description of the type of work your GA performs. Please select the category that is the best fit.

New corresponding position numbers have been added to all graduate assistant lines currently in the University Budget. Existing assistantships were used to develop the relevant categories for each one. If you need to add a position number or assign a position number for an additional IPEDS category, please contact Shamira French in the Budget Office at 4214 or via email at sfrench@murraystate.edu.

IPEDS Occupation Categories for Graduate Assistants

IPEDS primary function category in Banner	PA name for category (suggested)	Description	(Position Suffix)
GA-Teaching	Teaching assistant	Graduate students who are assigned as primary or secondary instructor of record	GT
GA-Research	Research assistant	Graduate assistants who conduct independent research or who directly contribute to faculty-led research	GR
GA-Business and Financial Operations	University administration and operations	Graduate assistants who provide support for business, financial, and administrative functions in offices and departments	GU
GA-Computer, Engineering, and Science	Computer, math, and science support	Graduate assistants who provide IT/computer, math, or science support to university faculty, staff, or students (for example: GAs who work in computer labs or provide technical support in MARC or the Chemical Services Laboratory)	GP
GA-Community Service, Legal, Arts, and Media	Community Service, Athletics, Arts, and Media	Graduate assistants who train/assist athletes, provide sports training, assist with media or artistic productions, or assist with counseling services	GS
GA-Library and Instructional Support	Library, curation, and instructional support	Graduate assistants who perform duties related to museum curation, library functions, and instructional support (examples of instructional support: tutoring students or developing course materials for faculty)	GQ
GA-Healthcare Practitioners and Technical	Healthcare and veterinary	Graduate assistants who assist with healthcare (including speech language pathology) and veterinary practices	GO

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Graduate Teaching Assistants (GTA's) are responsible for the instruction of a course or lab as well as the responsibilities that accompany that assignment such as grading papers, meeting with students, etc.

- Each GTA is eligible for a \$500.00 tuition reimbursement per semester from the Office of the Provost.
- Each GTA must be listed as the class/lab primary or secondary instructor of record. If necessary, the Schedule Correction form, along with a current resume of each GTA, should be on file in the Office of the Provost before the PA is processed.
- Each GTA who is the primary instructor for a course or laboratory is eligible for an additional \$500 stipend per semester. These funds are provided by the University Graduate Coordinator who must be provided with an official transcript showing that the GTA has completed at least 18 graduate hours in the discipline of instruction before the PA is processed.
- Each GTA must be assigned to a teaching category following the *Faculty Handbook* language relative to teaching assignments as shown below:

Appropriate Course Level Graduate Teaching Assistant Assignment:

CATEGORY E: GRADUATE TEACHING ASSISTANTS WITH MORE THAN 18 GRADUATE HOURS Levels 000-599 Courses, 000-599 Laboratories

Graduate teaching assistants in this category must hold a master's degree in the teaching discipline OR 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. Category E graduate teaching assistants may be assigned primary teaching responsibility for introductory courses in the discipline, usually those at the 100 level.

CATEGORY F: GRADUATE TEACHING ASSISTANTS WITH FEWER THAN 18 GRADUATE HOURS Only Laboratory and Breakout Sections Numbered 000-599

Graduate teaching assistants with fewer than 18 graduate credit hours in the discipline may assist in teaching, or be assigned secondary teaching responsibility for laboratory and breakout sections. All students in this category must be enrolled in good standing in an appropriate graduate program in the discipline and hold a bachelor's degree in or related to the discipline. Students must also be supervised by a faculty member experienced in the teaching discipline, have regular in-service training, and undergo planned and periodic evaluations.

CATEGORY I: ENGLISH AS A SECOND LANGUAGE Levels ESL 000-399 (Non-credit bearing courses)

Full-time and part-time instructors of ESL courses, which do not count towards graduation credit hour requirements, should hold a master's degree in TESOL or a closely related field. Graduate Teaching Assistants in TESOL or a related degree field must have a documented enrollment or completion of a methods and materials in teaching ESL. Accreditation reference: TESOL Commission on Accreditation (TCA) / Commission on English Language Program Accreditation (CEA).

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Compensation

The compensation of graduate assistants varies from department to department depending on available funds. All assistantships should be no less than the minimums shown below. These minimums do not apply to non-university, privately funded GAs. Graduate Advancement Funds (GAF) are appropriated yearly by the Office of the Provost to enhance GA salaries for in-state or out-of-state students on a first come first served basis.

Funds will be allocated based on 25% of the amount of salary paid each semester as noted in the following schedule. **All funds must be added to the EPAF upon origination. Please follow the schedule in determining the GAF. The primary instructor stipend of \$500 must also be added to the total salary on the EPAF. The total amount of salary should reflect the period of work designated on the EPAF. Any salary amounts above the minimum funded by university funds are eligible for an additional 25% of GAF funding.**

<u>Funding Provided by the Department/College/School</u>	<u>GAF Added</u>	<u>Total Stipend</u>
Full Academic Year GA - \$5,600 (Minimum per year)	\$1,400 (GAF = 25% of Total)	\$7,000
Fall Semester GA - \$2,800 (Minimum per semester)	\$700 (GAF = 25% of Total)	\$3,500
Spring Semester GA - \$2,800 (Minimum per semester)	\$700 (GAF = 25% of Total)	\$3,500
Summer 2015 GA - \$3,000 (Minimum)	Provided if available	

The Office of the Provost provides partial funding to departments for assistantships to qualified African-American or Hispanic residents of Kentucky. If your department/office would like to share in the cost of funding an assistantship for an eligible student, please contact Courtney Noland at 809-5304.

Any monies expected to be added by the Office of the Provost should be noted in the Comment section of the EPAF. All funds coming from the Provost will be applied at a later date.

The Office of the Provost will no longer keep a list of graduate students interested in an assistantship. Instead, departments with an opening should contact Courtney Noland. These openings will be posted to our webpages with departments being responsible for any application process.

We understand that there may be many questions with this transition to EPAFs. Please feel free to call us with any questions. We appreciate your providing opportunities for our graduate students.

General questions related to EPAF processing or GA guidelines – Donna Miller at 809-4273

Academically oriented questions – Dr. Robert Pervine, 809-3027

Recruiting or opening availability – Courtney Noland, 809-5304