

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 high-quality service to the University. The graduate assistant (GA) is both a student and an employee. The GA 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 is required to perform work at the level consistent with that of a graduate student. Graduate assistants are not to be assigned more than twenty (20) work hours per week. Assistantships are typically awarded for a maximum of four semesters (excluding summers). A student may petition for up to two additional semesters.

Students must be admitted to a graduate program at Murray State University and have earned a cumulative GPA of 3.0, or higher, to be eligible for an assistantship. Students must be enrolled for a minimum of six hours of graduate coursework each semester they hold an assistantship (three hours for the summer). A student in their last semester of graduate study may be permitted to hold an assistantship with less hours than the minimums stated above but must file for degree in that semester. An assistant may not enroll in more than 13 credit hours per semester. **NO COURSE OVERLOADS** are approved for graduate assistants.

An I-9 Form and a background check must be completed by the hiring department/office and on file in Student Employment before a student may begin work. **International students should be referred to Barbara Like in the Institute for International Studies for completion of these employment forms.**

**Effective January 1, 2021: GT (teaching) and GR (research) positions will be paid monthly. Graduate assistants (GA) which are NOT teaching (GT) or in research (GR) will be considered non-exempt and paid on an hourly basis. For GT and GR positions, the Job Query and Job Effective Dates must be the same and reflect the first day of the month to activate payroll. For all other GA positions, the Job Query and Job Effective Dates must be the same and should reflect the first day of work. The Job Begin Date should reflect the date the payroll record for this student in this position begins (original hire). The Terminate Job Effective date is the last day of pay. For GT and GR positions, the Terminate Job Effective date should be the end of the month. For all other GA positions, the Terminate Job Effective date should be the last day of work.**

**The Personnel Dates reflect the actual first and last days of work for the student. Grant funded graduate assistantship assignments and subsequent Personnel Dates on the EPAF should reflect the beginning and end dates of the grant.**

	<b>Job Effective Dates</b>	<b>EPAF Due</b>
Full Year	September 1 – April 30	August 1
Fall Only	September 1 – December 31	August 1
Spring Only	January 1 – April 30	December 1
Summer	May 1 – August 31	May 1

Personnel action of any resignation or termination should be immediately processed in order to stop the GA stipend.

**IPEDS Occupation Categories for Graduate Assistants**

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. 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. Contact Shamira French in the Budget Office to assign new position numbers at x.4214 or via email at sfrench@murraystate.edu.

<b>IPEDS category in Banner</b>	<b>PA name for category (suggested)</b>	<b>Description</b>	<b>(Position Suffix)</b>
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 and non-teaching or non-research	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

**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 must be listed as the class/lab primary or secondary instructor of record. The GTA Schedule Assignment form, along with a current resume of each GTA, should be on file in the Office of the Provost before the initial EPAF is processed.
- An official transcript showing completion of at least 18 graduate hours in the discipline of instruction must accompany the GTA Schedule Assignment for any GTA assigned as Primary Instructor.
- 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, have direct supervision by a faculty member experienced in the teaching discipline, have regular in-service training, and be evaluated. 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).

### Compensation

The compensation of graduate assistants varies from department to department depending on available funds; however, graduate assistants should be paid a fair value for work being done. The total amount of salary should reflect the period of work designated on the EPAF. There is no minimum salary required in order to capture the graduate advancement funds; however, salary must equal or exceed minimum wage requirements.

EPAFs can be processed for the entire academic year, processed for one semester at a time, or prorated if circumstances warrant. Salaries for GAs working outside the semester parameters can be prorated for the number of weeks actually worked. Make sure you are aware of any students who plan to graduate in December and process a fall only EPAF. Students may not work past the date of degree [please note especially for summer].

### Provost Funding

#### Graduate Advancement Funds (GAF)

Funding will be appropriated to departments as EPAFs are processed on a first-come, first-served basis at \$500 a semester. Allotments will be contingent on the availability of funds. EPAFs will be returned for adjustment when funds are depleted. **Graduate Advancement Funds (GAF) are NOT available to positions paid from foundation accounts.**

We appreciate your providing opportunities for our graduate students. Please feel free to contact us with any questions:

General EPAF or GA guideline questions:

Mr. Matthew Jones, [mjones1@murraystate.edu](mailto:mjones1@murraystate.edu) or 809-5304

Academic questions:

Dr. Renee Fister, [kfister@murraystate.edu](mailto:kfister@murraystate.edu) or 809-2491

### Graduate Tuition Assistance

**Purpose:** Provide \$350 per hour for a maximum of 3 hours of tuition support (total of \$1,050) for each monthly or hourly-paid graduate assistant (as noted in the 2022-2023 Murray State Graduate Assistant Guidelines and such guidelines, hereafter) during an academic year.

**Details:** The support will be provided in the academic year in the spring term (with possible exceptions as noted below).

- The program began in Fall 2023/Spring 2024 for a two-year pilot (FY 24 and FY 25) to determine its utility.
- A graduate assistant receives a maximum of two tuition waiver benefits of \$1,050 toward that person's graduate degree. As an assistantship is typically awarded for a maximum of four semesters (excluding summers), then these benefits would be awarded in the spring of 2024 and 2025, for example.
- If a graduate student starting in Fall 2023 is scheduled to complete work prior to the completion of this two-year pilot, then a request must be made for approval of the second tuition waiver benefit the semester prior to the completion of the degree.
- The amount of funding available will not exceed \$110,000 per year.
- Those graduate assistants already receiving full tuition support will not be eligible for this benefit.
- If graduate assistants are added with financial support from the departments beyond the current number of positions for FY24, then a discussion with Academic Affairs (Renee Fister) must occur about those additional students receiving these tuition benefits. Recall the total cost of funding has a maximum of \$110,000 per year.

### Process

- Camela Ramey will provide the list of M numbers of the graduate assistants who are to receive the benefit in the succeeding spring. These will be provided to Wendy Cain by October 15.
- The graduate assistants must register for their spring courses by November 10 in order to receive the tuition benefit for the spring. (For those receiving a fall term tuition benefit, they must register by June 10. The Collegiate Graduate Coordinators are in charge of getting this message to the respective parties.)