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UNIVERSITY OF NORTH GEORGIA
Department of Political Science & International Affairs

POLICIES PERTAINING TO GRADUATE ASSISTANTSHIPS

With the approval of the Dean of the College of Arts and Letters, each of the department's graduate programs -- the Master of Arts in International Affairs (MAIA) Program and the Master of Public Administration (M.P.A.) Program -- may designate one student enrolled in the program as a graduate assistant. This document explains the expectations and compensation that a graduate assistantship entails.

A. General

1. The department offers two different kinds of graduate assistantships: graduate assistant for teaching and graduate assistant for research. Both the application and appointment process shall clearly specify whether the student will be a graduate assistant for teaching or a graduate assistant for research.

2. Graduate assistants will be assigned no more than 19 hours of work per week. The actual number of hours per week may vary over the course of the academic term, depending on the week-to-week variation in the proceedings of the course or research project.

3. The head of the department will assign a graduate assistant to one faculty supervisor. The assistance to the faculty supervisor will be for one course, unless the department head authorizes otherwise.

B. Compensation

The department shall request the award of a tuition waiver for each graduate assistant. The department shall pay an hourly rate to each graduate assistant.

C. Selection

1. The head of the department shall appoint a committee whose purpose shall be to select students to serve as graduate assistants. The department head may serve on the committee along with the department's graduate-program coordinators. The department head may change the composition of the committee at any time.

2. The selection committee shall accept applications from students who have been admitted to the department's graduate programs and are in good academic standing. Ordinarily, the department will give preference to applicants who have completed at least 6 credit hours of coursework in the department's graduate programs.

3. The selection committee shall evaluate the applicants based on such criteria as: (a)

undergraduate and graduate transcripts; (b) knowledge of the subject area with which the graduate assistantship is related; (c) experience as a graduate assistant; (d) facility with written and oral communication; (e) relevant work experience; (f) the student's apparent goal to pursue a career in teaching and/or research, and other indications of professional interest; (g) evidence of consistency of interests between an applicant and a faculty supervisor; and/or (h) other related indications that the applicants are likely to be productive in the role of graduate assistant.

4. A selected applicant shall be notified by the respective graduate program coordinator about the duration of the offer -- i.e., whether the offer is for a semester or an entire academic year (i.e., fall, spring, and summer) and (b) the course load that the graduate assistant is required to maintain in order to continue to qualify.

D. Reappointment and Termination

1. A graduate assistant shall be eligible to apply and be considered for renewal of his/her graduate assistantship, if he/she continues to be enrolled as a regular graduate student in good standing in one of the department's graduate programs.

2. If a student is offered a graduate assistantship for an entire academic year (i.e., fall, spring and, summer), the department may withdraw the offer for the second semester in the case of financial exigency.

3. A graduate assistant's faculty supervisor may recommend that the graduate assistantship be terminated prematurely for reasons such as: (a) incapacity to carry out the responsibilities of the assignment; (b) unwillingness to carry out the responsibilities of the assignment; (c) behaviors that interfere with the accomplishment of his/her, the faculty supervisor's, students' or the department's appropriate objectives; (d) actions or behaviors that diminish the department's image or reputation; or (e) other actions or behaviors that are contrary to the well-being of the department, the school or the university. Such a recommendation shall be considered by the selection committee. The department may terminate the graduate assistantship at any time.

4. Upon the termination of a graduate assistant's status in or his/her withdrawal from the MAIA or M.P.A. Program, as applicable, the graduate assistantship shall immediately terminate. The selection committee may consider termination of a graduate assistantship if the assistant loses his/her good academic standing; the assistant's course load falls below the number of credits specified in the offer; and/or the assistant is carrying more than two "I" marks at any one time.

5. In the case of termination of a graduate assistantship, such termination may result in loss of the tuition waiver and any pay. A graduate assistant so terminated may appeal the committee's decision, within five business days of notification, to the Dean of the College of Arts and Letters. Any further appeal process shall be subject to the regulations of the university.

E. Expectations for Graduate Assistants for Teaching

1. Graduate assistants for teaching are to be present in the class, which they are assisting, for every class meeting either in person or virtually through D2L. This will be coordinated with their faculty supervisor.

2. Graduate assistants for teaching must be available to students enrolled in the class for at least 3 hours of office hours per week either in person or virtually through D2L. This will be coordinated with their faculty supervisor.

3. Graduate assistants for teaching are to present themselves in a professional manner during the performance of all duties related to the position, including attire and communication with faculty and students.

4. Graduate assistants for teaching are expected to follow the same FERPA regulations as faculty and must complete the mandatory on line FERPA training.

5. Under the direction of the faculty supervisor, graduate assistants for teaching will assist the faculty member. Their responsibilities can include the following: (a) devising examinations; (b) proctoring examinations; (c) grading examinations, papers, and/or other assignments; (d) holding office hours to be available to students either in person or virtually through D2L; (e) holding tutorials and/or review sessions with individual students or groups of students either in class or virtually through D2L; (f) delivering instruction during class meetings either in class and/or online; (g) maintaining student attendance records; (h) maintaining course resources on the Internet; and/or (i) accomplishing other related processes.

6. Graduate Assistant for Teaching are hired on a term-by-term basis. See above regarding reappointment and early termination.

6. All other applicable UNG Employee policies are outlined in the UNG Employee Handbook. See policies in the attached link (<https://ung.edu/human-resources/uploads/files/Employee-Handbook.pdf>).

F. Expectations for Graduate Assistant for Research

1. Graduate assistants for research are to represent themselves in a professional manner during the performance of all duties related to the position, including attire and communication with faculty and students.

2. Graduate assistants for research will be held to the same Institutional Review Board (IRB) guidelines as the faculty supervisor.

3. Graduate assistants for research are to assist the faculty supervisor. Under the direction of the faculty supervisor, a graduate assistant for research will do or assist the faculty member in doing the following: (a) searching for and obtaining scholarly works in the field; (b) devising research instruments and indicators; (c) collecting data; (d) analyzing data; (e) writing the content of

research products; (f) maintaining research resources and products on the Internet; and/or (g) accomplishing other related processes.

4. Graduate Assistants for Research are hired on a term by term basis. See above regarding reappointment and early termination.

5. All other applicable UNG Employee policies are outlined in the UNG Employee Handbook. See policies in the attached link (<https://ung.edu/human-resources/uploads/files/Employee-Handbook.pdf>).

G. Faculty Supervisor's Responsibility

1. Faculty supervisor shall mentor the students through the teaching and/or research process. The faculty supervisor shall provide a formal evaluation of their teaching and/or their research to assist in the student's further development.

2. From time to time during the semester, the faculty supervisor shall provide feedback to the graduate assistant about the graduate assistant's work. The faculty supervisor shall advise the graduate assistant of any deficiencies and how the faculty supervisor believes that they may be remedied.

3. During the last week of classes, the faculty supervisor shall submit to the program coordinator an evaluation of the graduate assistant's performance. The evaluation should include the faculty supervisor's assessment of whether the graduate assistant's performance merits reappointment. The evaluation can be supplied to the graduate assistant upon request.

4. All other applicable UNG Employee policies are outlined in the UNG Employee Handbook. See policies in the attached link (<https://ung.edu/human-resources/uploads/files/Employee-Handbook.pdf>).

2/24/12

2/25/13 Revised

2/15/21 Revised

7/20/21 Revised