

GRADUATE ASSISTANT HANDBOOK

Office of the Provost
Revision - November 2020

The *Student Course Load*

Research assistants participate in research as directed by a faculty member or a principal investigator of a grant-funded research project. This is expected to be primarily a learning experience in how to conduct research and to help the student prepare for a career. Some examples of research assistant positions are included in the charts in section VIII.

Administrative graduate assistants participate in the administration or service activities of a unit in tasks related to their course of study or that will help them develop skills and experience related to their career direction. The appointment is primarily a learning experience and helps the student prepare for a professional career. The assistant should be given the opportunity to learn the functions of the office as well as educational management procedures. It is not expected that such an appointment be made solely to provide routine student clerical support.

Graduate interns are generally hired by an external unit. Therefore, each such position is unique and specific to the student. The academic department, in conjunction with the hiring agency, will generally determine the work assignment for the graduate intern.

Undergraduate students are permitted to fill a graduate assistantship position if there are no graduate students available or qualified for the position.

Undergraduate merit scholarships can be carried forward into graduate years up to established limits for certain programs. Adelphi University has the authority to determine if undergraduate merit scholarships can be carried forward to graduate years.

A graduate assistant must be enrolled in a graduate degree program, making satisfactory and timely progress toward their degree, and with approval of the Office of the Provost. Appointments are customarily made for those students who have shown superior aptitude in their field of study and who appear likely to render a high quality of service to the University through their teaching, research, or service activities. In addition, all Graduate Assistants must be eligible to work in the United States and present the proper documentation to the office of Human Resources prior to beginning their graduate assistantship.

Acceptance of an offer for a graduate assistantship by an actual or prospective graduate student constitutes an agreement that both the student and the appointing unit are expected to honor. In those instances, in which the student desires to withdraw, the

student may submit in writing a resignation of the appointment. A student is committed to not accept another offer of employment or assistantship within the University without first obtaining a written release from the department or academic unit to which the initial commitment has been made.

The maximum graduate assistant appointment is With special approval of the Provost's Office, a student may instead hold multiple smaller, fractional-time, appointments that do not accrue to more than 27 hours per week – this includes hours worked for all campus jobs combined.

. Students complete and must electronically sign the online Graduate Assistantship Form, which includes information entered by the unit that details the term, type of assistantship, tuition remission, stipend, number of hours per week of work required and a list of primary duties. Students are entitled to a copy of the information on this form. This form must be approved by the Department Head, Vice-President or Dean, Provost's Office, Budget Office, and Human Resources Office before becoming official. (Each is responsible for certifying a different aspect of eligibility for the graduate assistantship.)

The time specified is assumed to be the average time commitment per week. It includes hours spent outside of the classroom or laboratory in the preparation of supporting work. Nevertheless, the actual time spent in fulfilling duties will vary by individual because of differences in the types of duties assigned, personal experience, and the professional demands of the particular discipline. Even within departments, assignments vary each semester, and some graduate assistants may find themselves busier than others during a given semester. Departments should provide similar compensation (including stipends and tuition) for positions with comparable job responsibilities and time commitments.

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with a dutiful discharge of responsibilities is a major consideration when the time comes for evaluating a graduate assistant's performance.

Only in very exceptional cases will a graduate assistant be permitted to hold more than the equivalent of 27 hour per week appointment. Due to Immigration regulations, no exceptions will be made for international students. A graduate assistant holding a briefer appointment may also be employed as a student worker for the remaining hours up to 27.

Graduate students are expected to devote their time to their studies and to their assistantship. This means that a graduate assistant should not be employed off-campus unless the work involved is directly related to the student's educational goals. Although the combined responsibilities of graduate student and graduate assistantship should occupy all the time available to a student during the academic year, the University does not prohibit outside employment by graduate assistants in addition to their University appointment. It is up to the graduate assistant to determine how much time, if any, they may devote to additional activities and still maintain satisfactory progress toward degree completion and satisfactory fulfillment of their obligations as a graduate assistant. However, departments and programs do have the discretionary right to make appointments to students whose commitment suggests that they are most likely to attain their educational goals and maintain assistantship responsibilities in the most effective manner.

A normal course load for a graduate student with an assistantship is considered to be 9 credit hours in a semester. For federal and state, and other financial aid purposes only, 12 credits are considered a full-time course load. The maximum course load for a graduate student is 16 credit hours each semester. Approval of the Dean is necessary for deviations.

Graduate students must enroll in graduate level courses to meet the above minimum credit hours. Audit work will not qualify to meet the minimum load; however, audit work is calculated in determining a student's maximum course load. Requests for overloads must be approved prior to registration. [For example, a strong student in good standing academically with a 15-credit course load, a 20 hour per week assistantship, and no other employment can expect a Dean's approval.] Special situations that do not require special permission include: School of Education – full-time graduate students take 12 credits; Arts & Science-Environmental Science students in 5 year Bachelor/Masters sequence take 15 credits; Derner Ph.D. program students take 18 to 21 credits per semester during their first year and 12 to 18 credits in subsequent semesters. Also, students in their final semester who have completed their coursework and are working on their thesis are allowed to take less than a full-time course load.

Graduate Assistants may be considered for reappointment if they remain eligible. Reappointment is not automatic. Reappointment is based on department evaluation of satisfactory performance of assigned responsibilities, the availability of positions, and

department needs. Students must apply for reappointment through their departments or other appointing units.

Graduate assistants who must resign during or prior to the end of their appointment must do so in writing. The actual date of resignation may be mutually determined by the hiring unit and the graduate assistant. Graduate assistants should give the appointing unit as much notice as possible when resigning so that suitable arrangements may be made to find a replacement.

Appointment as a graduate assistant is contingent upon and subject to satisfactory performance of assigned duties, as determined by the chief administrative officer of the appointing unit. An appointment may be terminated before the expiration of the contract under certain conditions, including, but not limited to:

Termination of appointment for adequate cause:

- Failure to perform reasonable assignments due to incompetence or neglect of duties;
- Unethical conduct (e.g., job-related misconduct; moral turpitude);
- Failure to maintain eligibility for continuing enrollment in an academic program.

Voluntary mutual agreement between the graduate assistant, supervisor, and head of the appointing unit (resignation by graduate assistant).

Before terminating a graduate assistant for unsatisfactory performance of job duties, the immediate supervisor may give the graduate assistant written notice of the specific deficiencies in performance, as well as suggestions for improvement where appropriate. The department chair, director or supervisor should also be involved in this process. If the unsatisfactory performance is not corrected and a decision is made to proceed with termination, the chief administrative officer of the reporting unit may give the graduate assistant a pre-termination hearing. The process should consist of the supervisor giving the graduate assistant oral or written notice of deficiencies and an explanation stating the basis for the charges. The graduate assistant should also be allowed to present reasons, either in person or in writing, stating why the termination should not take place. After the proceedings, the head of the appointing unit should notify the Provost's Office of the outcome. If the decision is made to proceed with the termination, the relevant documentation must be sent to the Human Resources Office.

International students may be considered for graduate assistant positions, if permitted by the terms of their non-immigrant visa. F-1 international students cannot work more than 20 hrs/wk while school is in session, inclusive of all positions they hold. While school is not in session, international students may work more than 20 hours with a maximum of 40 hours per week.

Graduate students should inquire at their program's graduate office and at the Office of Student Financial Services, Levermore 001, for complete details and options.

Contact Office of Research and Sponsored Programs, Social Work, Room 116, and your academic unit.

While these are rare, graduate students should inquire within their unit.

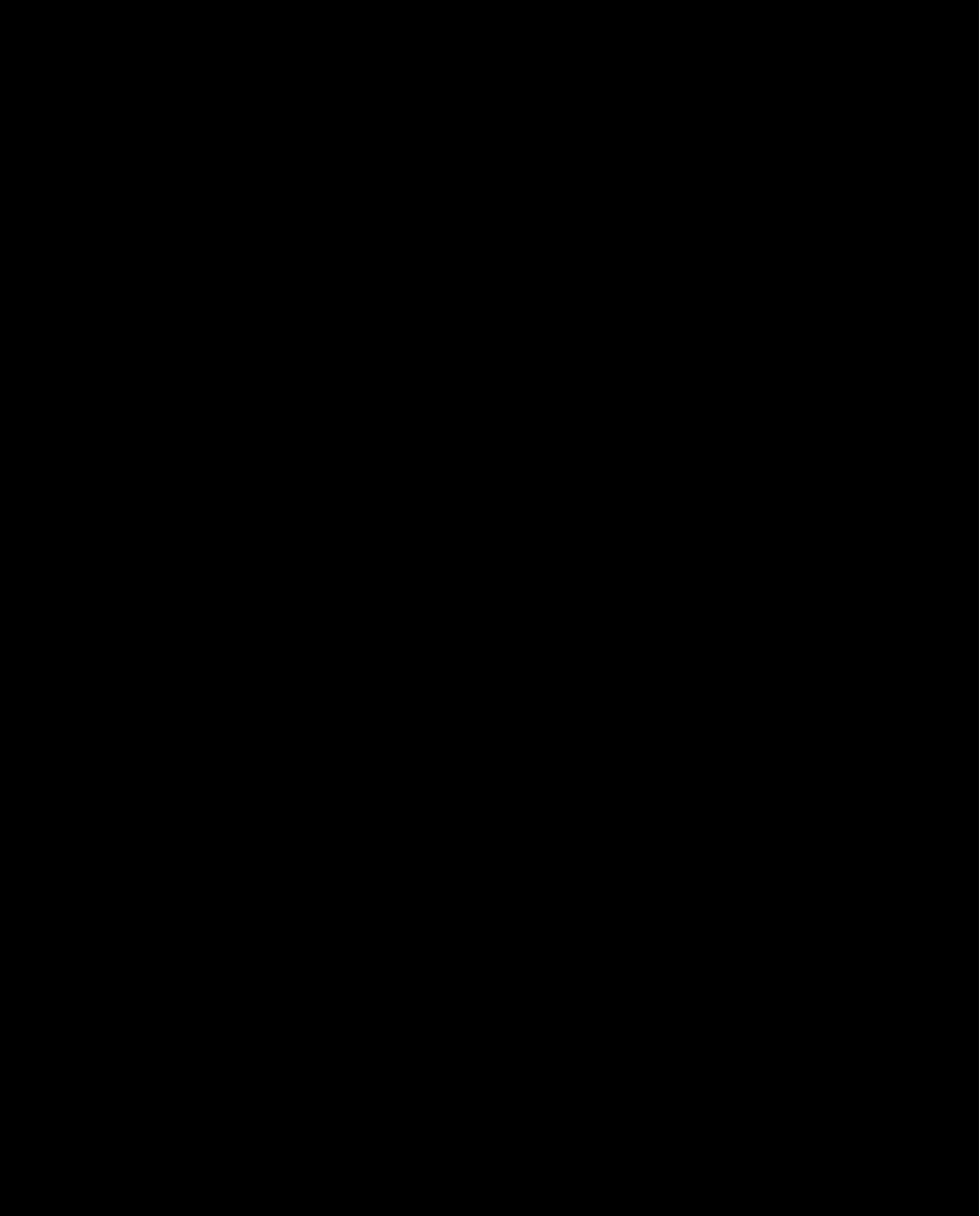
In most cases, graduate assistantships are taxable. Consult your tax advisor, the Office of Student Financial Services and the Internal Revenue Service (IRS) for details for your specific circumstances.

Graduate assistants are eligible to join the Nassau Educators Federal Credit Union.

Due to the unique position many Graduate Assistants hold, all Graduate Assistants must complete the Anti-



Derner IAPS	Graduate Assistant	Masters, School Psychology & Derner - PhD	15 weeks, 5-20 hrs per week
	Many Graduate Assistants work as research assistants assigned to individual professors; some work as teaching assistants assigned to individual professors; some work in the Psychological Services Clinic; a few work with an administrator on a career related task.		
Unit	Possible Duties	Major of Recent Student	Hours
Education	Research Assistant	Education, Phys Education, Ed Leadership, Urban Ed, Summer GC, Art Education	10 weeks, 20 hrs per week
	Under faculty supervision duties include research, teaching, recruitment, and clerical assignments		
Education – Summer	Graduate Assistant	Sociology, Communication Disorders,	As contracted
	Under faculty supervision duties include research, teaching, recruitment, and clerical assignments		
College of Education and Health Sciences: Ruth S. Ammon School of Education; Communication Sciences and Disorders; Exercise Science, Health Studies, Physical Education and Sport Management	Research Assistant, Service Assistant	CSD, SOE, EHPS	15 weeks, 2 to 13 hrs per week
	Under supervision, students may be assigned		



<p>Student Services</p>	<p>Responsibilities include assisting the Director in the administration of various programs and daily operations of both the Office of International Student Services and Interfaith Center. The GA will be required to interface with other departments and assist with research and statistics for both areas. The GA will assist with the development of International Education Week, International Orientation, Campus Orientation Workshop Series, Airport Pickup Program. Interfaith Festivals and Interfaith Center programs, which also includes the assessment and research development for these areas. The GA will also coordinate and supervise the International Mentor Program.</p> <p>Other responsibilities include preparing statistical information and reports, general office duties and customer service support. This position requires thorough knowledge of Microsoft Office and databases including PowerPoint, Word and Publisher. Knowledge of Photoshop and preparing art graphics a plus. Excellent written and oral communication skills, attention to detail and organization skills and confidentiality are required for this position.</p>		
<p>Student Affairs (Associate Dean)</p>	<p>Graduate Assistant</p>	<p>Various majors</p>	<p>Graduate Assistant</p>
<p>Student Affairs (Assistant Dean)</p>	<p>Responsibilities include assisting the Associate Dean in the administration of various programs and daily operations. The GA will be required to interface with other departments and assist with research and statistics. GA will have an opportunity to shadow the Dean to learn more about the position of an Associate Dean. The GA will also have the opportunity to represent the Associate Dean as a paraprofessional. The GA will assist with the development of Alternative Spring Break and FCAP programs, which also includes the dissemination of information to the participants. Other responsibilities include developing statistical information, maintaining a filing system and monitoring written skills, and an ability to work independently. 20 hours per week, includes office and site visit requirements.</p> <p>The Graduate Assistant works for the Assistant Dean to help administer a comprehensive assessment plan for the Division of Student Affairs and the Office of Student Conduct and in an Adelphi graduate school program. Previous assessment or research experience is a plus as well as a thorough knowledge of Microsoft Office and databases. Excellent written and oral communication skills and confidentiality are a must. Preference may be given to students enrolled in a program that would allow a two-year commitment. Responsibilities and duties include but are not limited to the following: 1. 20 office hours per week. 2. Management and analysis of data contained in Compliance Assist assessment software. 3. Report generation including statistical analysis. 4. Track assessment efforts in the Division. 5. Some work directly with other members of the Division. 6. Administrative office work including creating files, answering phones and scheduling appointments.</p>		
	<p>Graduate Assistant</p>		<p>15 weeks max 27 hrs per week</p>

Athletic Media Relations	Graduate Assistant	Sports Management, Journalism, Communication Desired.	15 weeks max 27 hrs per week
	<p>The Graduate Assistant will be responsible for, but not limited to: 1) Working with a predetermined number of sports as the primary media contact, including in-game statistics, game-day script and pre and post-game releases 2) layout and design of media guides; writing, editing and distributing press releases and game programs. 3) Update athletic website as needed. 4) In office administrative duties as required for mailings, promotion, data entry and research for the Media Relations Department.</p> <p>Assistant is expected to finish sports seasons, including post-season play. Position is generally from mid-August through May. Includes home events, away games and overnight and weekend travel. Assistant is expected to maintain a professional relationship with the athletic department staff, coaches and athletes. Includes the following department policies: avoid confrontation with coaches and avoid dating athletes.</p> <p>Candidates will be selected by Assistant AD for Media Relations. Special consideration will be given to candidates with previous athletic media relations experience including, but not limited to, a minimum of one year working in a media relations environment. Proficiency with StatCrew software as well as Photoshop and InDesign is required.</p>		

The Graduate Assistantship Form, available electronically through the eSAAS service on eCampus, shows the type of assistantship and an overview of the general terms and conditions. The form has space for SCHOLARSHIP and/or for STIPEND details. One or both of these areas will be completed by the unit for each graduate assistant. The *SCHOLARSHIP AMOUNT* box lists the maximum amount of money that will be applied to the graduate student's account as tuition remission (if a student takes fewer courses the form is rejected and returned to the Department/ unit for adjustment). The Graduate Assistantship Form is processed in the following order:

- Fills in form and discusses specific responsibilities with students. It is approved by the student and by department/unit representative.
- Checks and approves that unit has provided a description of duties and responsibilities for the position that is educationally appropriate.
- Verifies unit budget is sufficient to cover the amounts listed on form.

- Verifies that amount of Scholarship is less than or equal to Tuition and makes all necessary changes to the students financial aid package as required. Receipt of a Graduate Assistantship may impact a student's eligibility for other financial aid awards including scholarships and loans. Graduate Assistantships in combination with other awards may NOT exceed the cost of tuition. Students with questions about their financial aid package should contact Student Financial Services prior to signing their contract.

- Verifies student has completed all necessary employment forms. In the case of International Students, the office verifies that all necessary employment forms are completed as well as Work Authorization forms.

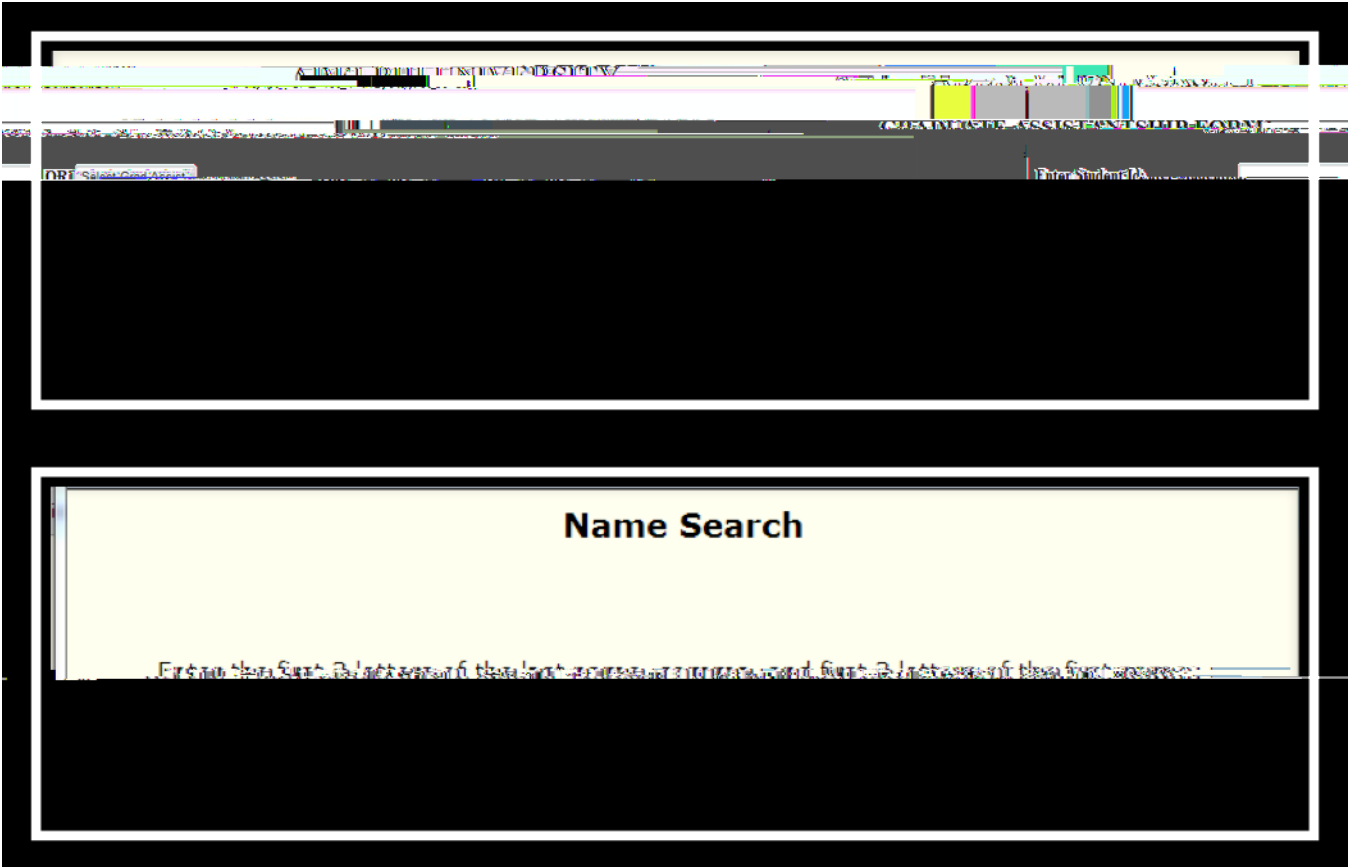
- Processes STIPEND details and calculates tax withholding.

Checks cut.

Send checks to the unit for students to pick up.

In the execution of any of these steps, an office may need to contact the student for more information. A prompt response decreases processing delays and ensures that tuition remission and stipends are credited to a student's account on time.

Note that the Scholarship portion of a graduate assistantship is a credit against tuition awarded to a student. In order for this award to be credited to a student's account in a timely manner,



- a. When searching by name, enter the first 3 letters of the last name, a comma, and the first 3 letters of the last name. For example, to search for John Smith, enter _____ and click the Submit button.
2. Once the student is selected, you can create a new form or select an existing form (if any).



- a. To Select a previously entered form (if any exist), click on the dropdown box.
- b. Click the Next button to proceed to the form.

ADELPHI UNIVERSITY

EMPLOYMENT FORM

GRADUATE ASSISTANTSHIP

Select Employment Dept: BIOLOGY

PERIOD OF ASSISTANTSHIP

Select Graduate Assistant Supervisor

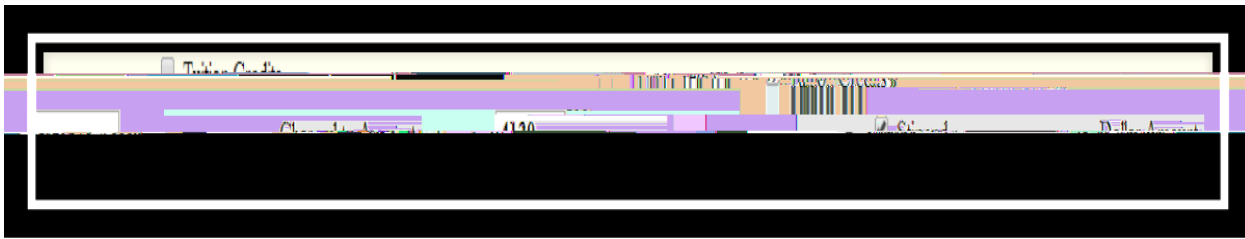
3. Fill in the form as follows:
 - a. Employee Dept – Select the correct department from the dropdown menu.
 - b. Term – Select Fall, Spring, or Summer Term. If selecting Summer, you will need to specify if its Session 1 or 2.
 - c. Year – Select the appropriate year.
 - d. Supervisor – Select from the dropdown of department supervisors.
 - e. Type of Assistantship – you can only select ONE.
 - f. Duties – Enter the duties the student will be performing.
 - g. Number of Weeks – Enter the number of weeks (no decimals)
 - h. Total Hours – Enter hours per week. (A warning is displayed if the total hours (including other assistantships) this student is working is over 20 hours).
 - i. Choose the payment method(s).

Tuition Credits

Dollar Amount

GL Account Number

- i. Tuition Credits – Enter the Number of Credits Dollar Amount (NOT Both) and the GL Account Number that will be charged.



ii. Stipend- Enter the Stipend Dollar Amount and the GL Account Number that will be charged.

j. Please Note, "Tuition Credits", and "Stipend" may be selected as payment methods. The system allows multiple payment methods.

4. When all fields are filled into your satisfaction, click the Submit button.

5. The students will be emailed notification that the form has been submitted for review and, will be able to approve the form through the system. All forms must be approved by the student before they can be processed.