

## Graduate Assistantship Policies

### STUDENTS

#### Eligibility

In order to be eligible for an assistantship, the student must be a full-time student, enrolled in at least nine semester hours.

Students must apply to hold a graduate assistantship position, typically as part of the graduate school application process. Students who want to continue with their assistantship assignments for an additional year, must complete the application form each year. Applications will be due by Jan. 30<sup>th</sup> each year for the upcoming academic year.

#### Remuneration

Assistantship packages are comprised of a tuition payment, made directly to the student account, and a stipend, which is paid out 2 times per month during the contract period. In addition, graduate assistants may be eligible for an out of state tuition waiver.

Students must receive at least \$4,000 as stipend in order to be eligible for the out of state waiver.

Out of State Tuition waivers must be requested from the Office of the Provost for the academic year, and for the summer following the academic year in which the student held an assistantship.

All assistantship appointments are dependent upon receipt of funds appropriated by the General Assembly and/or any grants used to fund the position, and is subject to the policies and procedures of the College of William and Mary. The College reserves the right to change the distribution of funds on the assistantship.

#### Hours and Contract Duration

Half-time assistantships require approximately 10 hours of work per week for the duration of the contract. Full time assistantships require approximately 20 hours of work per week for the duration of the contract.

Students may hold two half-time positions, which equate to a full time position.

Assistantship contracts typically run from August 25 to May 9<sup>th</sup>. Contracts are for one year only.

Master's students will receive no more than 2 years of funding, but if selected should be kept for two years, barring performance issues; Doctoral students, in most cases, will receive no more than 3 years of funding, and if selected, should be kept for 3 years, barring performance issues. (C&I MAEd GA's will only receive one year of funding)

## Contingencies and Requirements

Students must be eligible to work in the United States as either a U.S. citizen or by acquiring appropriate immigration status prior to the effective date of the appointment and maintaining an appropriate status for the duration of the appointment. The student must submit an online INS Employment Eligibility Verification form (I-9) before the effective date of the assistantship appointment.

Graduate assistants may NOT hold any other employment or college appointment of a remunerative nature without the knowledge and permission from the Associate Dean of Academic Programs.

Graduate Assistants who receive an out of state tuition waiver and do not work the contract dates stipulated on the contract can lose the out of state waiver.

## Work Space

Full-time Graduate Assistants working for SOE faculty members will have first priority for pod spaces on the third floor of the SOE building. Pod spaces will be assigned by the Office of Academic Programs.

Graduate Assistants assigned to pods may use the lockable file cabinets associated with their pods. The students must leave the keys in the cabinets at the end of each academic year. Issues with keys will be reported to the Faculty Secretary.

Students working in clinics, for grant projects, or other offices within the SOE or across campus are not assigned to pod spaces. Those graduate assistants should work in the space assigned to the organization or office to which they are assigned.

Students using the faculty office of the faculty member they work for will not be assigned Pod space.

## FACULTY and STAFF

### Selection and Work

Faculty on approved leave are eligible for a GA.

Graduate assistantships are selected in the spring of each academic year. Each faculty member responsible for a graduate assistantship assignment will be asked to indicate by January 15 whether the current graduate assistant shall be reappointed for the next academic year. Graduate assistant positions for which no response is received will be assumed to be open and the current graduate assistant not reappointed.

Each person responsible for an open graduate assistantship will make an appointment to that position by March 1. Should an appointment not be made by March 1, the position will be appointed by the Associate Dean for Academic Programs in consultation with the Department Chairs.

For vacant faculty positions, the Dean, in consultation with the Department Chairs will decide who will select the graduate assistant associated with the vacant position.

Graduate Assistantships are not available to faculty who are not full time.

Faculty and hiring managers for offices within the SOE and across campus select their own graduate assistantships. The Office of Academic Programs does not select GA's for faculty or other offices.

Faculty or hiring managers that have assistantship positions to fill should work with the Office of Academic Programs to make a selection. Faculty and managers should supply the specific experience, knowledge, skills, abilities, etc. that are required for the position to be filled. The Office of Academic Programs will pre-screen applicants and forward applications that meet the specified criteria. The faculty or manager may then interview applicants as appropriate. Once the selection has been made, the faculty member or manager should notify the Office of Academic Programs. The Office of Academic Programs will make the assistantship offer to the student.

Students employed as Graduate Assistants may not be employed as adjunct faculty.

Graduate Assistants should not TA for a class in which they are enrolled.

Graduate Assistants should not have access to their peers' academic work.

Graduate Assistants should not be added to Blackboard as an instructor for a course.

## Payments

The School of Education will develop the rate for assistantship positions paid for by the SOE. The rate will be updated on the SOE website each academic year. Other offices on campus and/or grant projects may use a different rate for their assistantship positions.

The Office of Academic Programs will process the tuition and stipend portions of all graduate assistants paid for by the School of Education and those funded by the Division of Student Affairs.

The Office of Academic Programs will process the assistantships for the students funded by student affairs since many of them are joint funded by the SOE and student affairs.

Grant projects will process their own GA paperwork with Human Resources and The Office of Financial Aid.

Offices that wish to use 811008 indexes require foundation approval and additional information. Those GA's need to be processed by the office that is providing the 811008 index.