

Graduate Assistantship Appointment Process School of Graduate Studies Clayton State University

Graduate Assistantships at Clayton State University are designed to provide currently enrolled students with professional development opportunities and to support the research and teaching responsibilities of the University. Graduate Assistantships are competitively awarded to highly qualified students. Graduate Assistants must maintain a satisfactory academic performance and successfully perform the assigned responsibilities of their appointment. The duties assigned must be relevant to the student's major field of study and will be of academic value. Graduate Assistantship appointments are made for a term of one semester and are renewable at the discretion of the Graduate Program Director and the Dean of the School of Graduate Studies.

If a student's grade point average falls below 3.0 (academic warning), the student will have one semester to return to good academic standing before the assistantship is terminated. If after one semester, the student either fails to return to good academic standing or receives academic exclusion resulting in dismissal from the degree program, the assistantship will be terminated at once. If the assistantship is terminated, the student may be responsible for reimbursing the institution for the cost of the tuition at a prorated basis.

TYPES OF ASSISTANTSHIPS AND DESCRIPTIONS: There are three types of assistantships available to graduate students at CSU. The position description, general qualifications, and typical responsibilities of each type of assistantship are outlined below:

- **Graduate Assistant (GA):** This position is an administrative assistantship providing general support to an academic unit.
- **Graduate Research Assistant (GRA):** This non-teaching position provides students with an opportunity to work with a faculty member on research projects in their discipline. Although this position is non-teaching, GRAs provide research and program support.
- **Graduate Teaching Assistant (GTA):** This position provides teaching support to the professor of record. GTAs are not given primary teaching responsibilities for a course(s), but may serve in supplemental teaching activities, including but not limited to the following: leading classroom discussions; grading papers; and assisting the instructor of record in other ways. The department chair and Graduate Program Director shall determine if a GTA's credentials merit an appointment as a teaching assistant.

Applications for Graduate Assistantships should be directed to the appropriate Graduate Program Director by the stipulated assistantship deadline. Once a graduate assistantship candidate has been selected, the Graduate Program Director will submit a completed assistantship packet to the School of Graduate Studies no later than three weeks prior to the first day of classes of the semester the assistantship is to be awarded. The assistantship form and deadlines are available on the School of Graduate website.

The complete assistantship packet sent to the School of Graduate Studies will include:

- copy of the Graduate Assistantship Application submitted by the student;
- original signed Graduate Assistant Agreement form;
- original signed Graduate Assistantship Duties and Responsibilities form;
- original signed Human Resources Personnel Action Form; and
- if the student is receiving a full tuition waiver, a copy of the email from Pearce and Pearce insurance company indicating his/her health insurance policy meets the current requirements using the University System of Georgia approved minimum requirements guidelines.

The School of Graduate Studies will notify the Graduate Program Director when the application has been approved by the Dean of the School of Graduate Studies. After this approval, the School of Graduate Studies will hand deliver the signed Human Resources Personnel Action Form (PAF) to the Office of Human Resources. The Graduate Program Director then will enter the hiring information electronically in ADP. **Please note** that the original PAF documents must be received in the Office of Human Resources no later than 3 days after the electronic information is entered in APD.

The Graduate Program Director is responsible for assuring the following actions are completed within the timeline below:

- The GA must submit the completed Human Resources hiring packet for Student Assistant/Work Study Students to the Office of Human Resources within 3 days of the electronic PAF being entered. Please note that Graduate Assistants are required to submit the hiring packet for Student Assistant/Work Study Students when they are initially hired. But subsequent assistantship appointments require only the submission of the hiring information electronically in ADP and the original paper PAF.
- The Office of Human Resources requires approximately 7-10 business days to process all hiring/rehiring paperwork.
- Failure to submit all of the required paperwork in a timely manner will result in potential delays in stipend payments or the posting of the tuition waiver. Please note that the GA candidate may be required by the Office of Human Resources to submit additional information and/or documentation.
- The student's failure to provide information in a timely manner can result in a loss or delay in receiving pay. No retroactive payments will be issued for a month or semester in which the hiring packet was not completed on time with Human Resources.
- Graduate Program Directors are advised to hand-deliver the assistantship paperwork to the School of Graduate Studies. Given the time sensitive nature of the process, hand-delivery should prevent potential delays due to the mail system.

ELIGIBILITY REQUIREMENTS: To be eligible for a Graduate Assistantship, a student must have the following,

- bachelor's degree from a regionally accredited institution;
- official acceptance to a graduate degree program at Clayton State University; and
- 3.0 grade point average in any previous graduate course work.

EMPLOYMENT REQUIREMENTS FOR INTERNATIONAL STUDENTS: International students with an F-1 visa are required to provide a copy of their current visa documentation as well as their current I-20 form, complete with a work authorization stamp from the Office of International Services and Programs. International students are required to have a social security number prior to date of hire.

APPOINTMENTS, FEES AND STIPENDS: Each Graduate Assistant may be awarded a special rate of tuition per semester in addition to or in place of a stipend. If awarded a special tuition rate, the Graduate Assistant is required to pay all mandatory student fees. GAs enrolled in one of CSU's premium-priced programs will be required to pay all tuition/other costs of these programs in excess of the standard graduate program tuition rate. The total amount of the special tuition rate award will be stated in the contract signed by the student, Graduate Program Director, and the Dean of the School of Graduate Studies.

If the student is awarded a stipend, the amount of this award will be stated in the contract. The stipend will be paid monthly over the course of the semester. The pay schedule is available on the Human Resources website. GAs **do not** record their hours worked in ADP. Instead, the student will complete the Biweekly Timesheet - Student Workers timesheet, available on the Office of Human Resources website at: <http://adminservices.clayton.edu/payroll/forms.htm>. The Faculty Supervisor should not forward these timesheets to the Office of Human Resources, but instead will be responsible for collecting the timesheets and submitting them with the Performance Evaluation to the Graduate Program Director at the end of the semester.

QUALIFICATIONS FOR TUITION WAIVERS: To qualify for either a full or partial tuition waiver, the candidate must meet the award criteria listed below.

Qualifications for Full Tuition Waiver:

- Have an appointment total between 35 and 48.75% FTE
- Meet a fulltime enrollment minimum (9 credit hours each for fall and spring semesters; 6 credit hours for summer)
- Total earnings of at least the minimum graduate assistant stipend (\$2,000 each for fall and spring semesters; \$1,000 for summer; or \$5,000 per calendar year)
- Enroll in mandatory health insurance program or provide proof of insurance from Pearce and Pearce.

Qualifications for Partial (50%) Tuition Waiver:

- Have an appointment total of at least a 20% FTE
- Meet a part-time enrollment minimum (6 credit hours per academic term)

- Earn at least the minimum graduate assistant stipend of \$1,000 per fall and/or spring semester or \$2,500 per calendar year or \$500 in summer session.

GAs typically work with an assigned graduate faculty member for 13 hours per week for 15 weeks or a maximum of 195 to 225 hours per term. GAs are assigned to work with a faculty member holding provisional or full graduate faculty status. GAs must register for a minimum of six (6) and a maximum of nine (9) semester hours of graduate credit each semester. A GA may not be employed in another position on the Clayton State University campus.

One full graduate assistantship award is considered equivalent to 48.75% of a fulltime standard workweek. Please reference the scale below in order to determine the appropriate FTE:

| FTE | Average # hours/week | Total # hours for Semester by Semester Graduate Assistant per Pay Block |
|--------|----------------------|---|
| 20% | 8 | 120 |
| 25% | 10 | 150 |
| 30% | 12 | 180 |
| 35% | 14 | 210 |
| 40% | 16 | 240 |
| 45% | 18 | 270 |
| 48.75% | 19.5 | 292.5 |

MANDATORY HEALTH INSURANCE REQUIREMENT: All graduate students receiving a Full Tuition Waiver as part of their graduate assistantship award are required to have student health insurance that meets the minimum standards set by the University System of Georgia. Students will be billed for the mandatory health insurance fee at the time of registration unless appropriate documentation of health insurance has been presented to the School of Graduate Studies.

Health insurance is provided by Pearce and Pearce (<https://www.pearceandpearce.com/PearceSite/Schools/GA/Clayton>). Students who are already covered by an insurance policy can easily opt out of the plan thorough a secure on-line process. To request a waiver of the System-wide student health insurance plan, the student should follow the steps listed below. The student will need his/her insurance policy information readily available when he/she starts the on-line waiver process.

- Log on to www.studentinsurance.com. Find your state/school from the dropdown box and click “go.” Click on the **Waive link** from the menu on the left and fill out the form(s) set up for your institution.
- The USG’s current provider will receive the request for a waiver, and the student will receive an email with a confirmation number verifying he/she has successfully submitted the waiver request.
- The request is then sent for verification.
- The insurance plan will is then evaluated according to the University System of Georgia approved minimum requirement guidelines.
- Once the request is reviewed, an email is sent to the student, stating that the plan has been approved or has been denied. If approved, the University will remove the

charge from the student's tuition bill. If denied, the email will state the reason(s) why the plan is not approved. The student will be given **10 business days** to appeal.

GRADUATE ASSISTANT PERFORMANCE EVALUATION: All graduate assistants will be evaluated at the end of each semester. The evaluation form will be completed by the faculty supervisor in consultation with the Graduate Program Director. This paperwork must be completed and submitted to the School of Graduate Studies within two weeks after the appointment has ended. The School of Graduate Studies must have this paperwork on file before it can process subsequent hire/rehire paperwork for future semesters.

RESIGNATION: A Graduate Assistant wishing to resign must submit a letter of resignation to the Dean of the School of Graduate Studies. Compensation will cease upon resignation, and the student may be required to reimburse the institution for that semester's tuition on a prorated basis.

TERMINATION: Students who do not meet the academic or job requirements may be terminated. Compensation will cease upon termination, and the student may be required to reimburse the institution for that semester's tuition on a prorated basis.

**Application for Graduate Assistantship
School of Graduate Studies
Clayton State University**

(Résumé Must be Attached to this Application)

| | | | |
|--------------------------------|------------|-------------|---------------------|
| Last Name | First Name | Middle Name | Laker ID NUMBER |
| Mailing Address – No. & Street | | City | State Zip Code |
| Home phone | Work phone | Cell phone | |
| Email Address | | | |

Clayton State University – Current Education Status

| |
|---|
| Degree Program Check One: <input type="checkbox"/> MALS <input type="checkbox"/> MAT <input type="checkbox"/> MAS <input type="checkbox"/> MBA <input type="checkbox"/> MHA <input type="checkbox"/> MSN <input type="checkbox"/> MSP |
| Semester & Year in which you began/will begin the program: |
| Currently enrolled : Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Anticipated graduation date: |

Research Experience (Attach additional pages, if necessary):

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Teaching Experience (Attach additional pages, if necessary):

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| <p>Have you applied for regular staff jobs at CSU within the last six months? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Are you a U. S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If not, are you a “permanent” Resident Alien of the U. S.? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If neither of the above, please define type of Visa / work authorization: _____</p> <p>_____</p> <p>Other than minor traffic violations for which a fine of \$50 or less was imposed, have you ever been convicted of a crime? Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
|---|

References:

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|----------------------------|
| Name: |
| Relationship to applicant: |
| Organization: |
| Phone #: |
| Email address: |

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|----------------------------|
| Name: |
| Relationship to applicant: |
| Organization: |
| Phone #: |
| Email address: |

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|----------------------------|
| Name: |
| Relationship to applicant: |
| Organization: |
| Phone #: |
| Email address: |

You may e-mail your application & resume to graduate@clayton.edu

-OR-

Deliver in person or mail to:
Clayton State University
School of Graduate Studies
211 James M. Baker University Center
2000 Clayton State Boulevard
Morrow, GA 30260

-OR-

Fax
678-466-5042

Note to International Students: Please make sure you meet all the INS and university employment requirements, including having a Social Security card prior to being employed as a graduate assistant.

All graduate assistants are required to have health insurance. If a student does not provide proof of health insurance to the School of Graduate Studies prior to the tuition payment deadline, the student will be billed for the mandatory health insurance fee. A waiver of the health insurance fee may be applied for directly with the insurer. Please see this link for information, rates, and instructions: <https://www.pearceandpearce.com/PearceSite/Schools/GAClayton/>

Will you apply for a waiver of the health insurance requirement? Yes. _____

No, I will accept the mandatory fee for health insurance. _____

I hereby certify that the facts set forth in this application for a graduate assistantship are true and complete to the best of my knowledge. I understand that if I receive an assistantship, any falsified statement herein is considered sufficient cause for dismissal. I understand that information concerning past employment, references, education and other facts are subject to inquiry. I have read and understand the rules and regulations of an assistantship. I agree to abide by the regulations governing the assistantship program.

Signature _____

Date _____

GRADUATE ASSISTANT AGREEMENT

Name: _____ Student ID: _____

You have been awarded a Graduate Assistantship to work in _____.

Your Graduate Faculty supervisor is _____. This graduate

assistantship award is for the _____ graduate degree program at Clayton State University for

the Fall _____ Spring _____ Summer _____ semester 20_____.

As a graduate assistant, you must register for and maintain a minimum of six (6) and a maximum of nine (9) semester hours of graduate credit this semester. You must render service to the university, college, or department to which you are assigned during the period of the appointment. The responsibilities and expectations of your position are described on the attached contract. Your service in execution of your

duties is equivalent to an average of _____ hours per week for fifteen (15) weeks each semester of your

appointment period or a maximum of _____ hours per term. In addition, you may not be employed in another position on the Clayton State University campus.

_____ Your total stipend will be \$_____ at 0.5 FTE for the semester.

Student
Initials

_____ You have been awarded a tuition waiver in the amount of \$_____ plus all
Student mandatory student fees. If a partial waiver is awarded, please indicate the exact dollar amount on
Initials the award line. If a full waiver is awarded, please write "full" on the award line.

All GAs are required to have health insurance. Students will be billed for the mandatory health insurance fee at the time of registration unless proper documentation has been submitted with the hire packet. A waiver of the health insurance fee may be applied for directly with the insurer. Please see this link for information and rates:

<https://www.pearceandpearce.com/PearceSite/Schools/GA/Clayton/>

The payment of compensation provided for herein is contingent upon the continued availability of funds for personal services under the General Appropriations Act. The Graduate Faculty Supervisor will advise the Graduate Program Director immediately if the GA fails to complete job requirements, and the Graduate Program Director will confer with the Graduate Dean regarding termination of the GA contract. Compensation will cease upon termination, and the student may be required to reimburse the institution for tuition on a prorated basis.

Graduate Assistant Date

Graduate Program Director Date

Academic Dean Date

Dean, School of Graduate Studies Date

_____ Office of Academic Affairs

GRADUATE ASSISTANT DUTIES AND RESPONSIBILITIES

Name: _____

Department: _____

Semester: _____

Graduate Faculty Supervisor: _____

- A. Attach a job description that includes:
 - 1. Duties and responsibilities expected of the Graduate Assistant.
 - 2. Specifications of the job's requirements and a timetable for delivery.
 - 3. Number of work hours required of the GA each week.
 - 4. Objectives for student learning.

- B. The Graduate Faculty Supervisor and the Graduate Assistant will discuss the above listed duties and responsibilities, prior to both parties signing this form.

- C. The Faculty Supervisor must submit to the Graduate Program Director and the Graduate Dean, a performance evaluation of the quality and outcomes of the Graduate Assistant's work and copies of all of the GA's timesheets within two weeks after the assistantship has ended. The important will provide documentation of the number of hours devoted to the assistantship.

Graduate Assistant Date

Graduate Faculty Project Supervisor Date

Graduate Program Director Date

Academic Dean Date

Dean, School of Graduate Studies Date

_____ Office of Academic Affairs

11/15/2011

Clayton State University Graduate Assistantship Evaluation

Name: _____ Laker ID#: _____

Evaluation Date: _____ Department: _____

Number of Hours Devoted to Assistantship: _____

Faculty Supervisor's ratings are helpful in evaluating the Graduate Assistant's job performance. In addition, they serve as a basis for the graduate student's development of additional strengths in any area indicating weaknesses.

| | Outstanding | Exceeds Requirements | Meets Requirements | Needs Improvement | Unacceptable | Not Applicable |
|---|-------------|----------------------|--------------------|-------------------|--------------|----------------|
| JOB KNOWLEDGE | | | | | | |
| Has knowledge of job responsibilities | | | | | | |
| Has a clear understanding of all aspects of job | | | | | | |
| IMPLEMENTATION | | | | | | |
| Uses time wisely | | | | | | |
| Quality of work | | | | | | |
| Completes assigned work | | | | | | |
| Uses spare time positively | | | | | | |
| Accepts and follows directions effectively | | | | | | |
| Attends to detail | | | | | | |
| INITIATIVE | | | | | | |
| Performs work with a minimum of direction | | | | | | |
| Shows drive and energy | | | | | | |
| PERSONAL COMMITMENT | | | | | | |
| Maintains regular and punctual attendance | | | | | | |
| Works harmoniously with others | | | | | | |
| Promotes good public relations | | | | | | |
| OVERALL EVALUATION | | | | | | |

Graduate Faculty Supervisor's Comment: _____

Graduate Faculty Supervisor's Signature: _____ Date: _____

Employee Acknowledgment: I have reviewed this form with my supervisor. My signature does not necessarily mean that I agree with this evaluation.

Graduate Assistant's Comments: _____

Graduate Assistant's Signature: _____ Date: _____

The original evaluation should be returned to the School of Graduate Studies. Copies should be kept by the Graduate Assistant, Graduate Faculty Supervisor and the Graduate Program Director.