

# INCM Assistantship Rights and Regulations

This position is a job and should be treated as such. You are expected to demonstrate standard workplace professionalism during your employment. This includes, for example, arriving promptly for class or lab time, notifying your faculty supervisor of anticipated absences, arranging for make-up work when appropriate, and fulfilling the duties assigned by your supervisor in a timely manner.

Unsatisfactory performance may result in non-renewal during a coming semester or dismissal of your appointment during the current semester. If your appointment is terminated mid-way through the semester, you would no longer receive the benefits of a tuition waiver and may be required to repay any waivers applied.

Your supervising faculty member will determine the nature of your instruction and instruction-related duties as a GRA/GTA/GA. Your responsibilities might include grading, leading discussion sections or equipment labs, holding review sessions, being available for student questions during office hours, and/or teaching during class or lab times. If your assignment is focused on research, then you should be working on it consistently every week.

The hours you work per week should average, over the course of the semester, the number of hours for which you have been appointed per week, which as a general rule-of-thumb is 20 hours per week.

**Graduate Teaching Assistant (GTA)** - this position is for graduate students that are teaching a course(s) and listed as the "Teacher of Record" (TOR). This category is no longer appropriate for those students who are assisting in a classroom or assisting a faculty member. Graduate students in this category must have completed GRAD 9001 - College and University Teaching or an approved equivalent before starting their teaching assignment. These students must also have completed at least 18 credit hours of appropriate graduate course or equivalent experience to be eligible to teach.

**Graduate Research Assistant (GRA)** - this is a student whose work predominantly involves assisting a faculty member with academic research. GRAs are not independent researchers and are not directly responsible for the outcome of the research. They are responsible to, and report to a research supervisor or principal investigator (PI). The duties of a Graduate Research Assistant primarily involve applying and mastering research concepts, practices, or methods of scholarship. These projects are both faculty-led and faculty-directed. These types of assistantships are not explicitly designed or intended to further graduate student research interests, although they may.

Duties may include, but are not limited to: performing independent research under the direction of a faculty member; conducting literature reviews or library research; preparing materials for submission to funding agencies, foundations, or the IRB; collecting, coding, cleaning or analyzing data; designing an experiment; assisting in a faculty member's laboratory; coding

computer programs to automate processes; presenting findings in a publication or dissertation; and, co-authoring resulting research papers.

All duties and services of GRAs are to be carried out under the supervision and direction of faculty or administration. The GRAs workload is the most variable of the assistantships with lighter and heavier periods of activity. It is the responsibility of the supervisor and GRA to work out the expected contributions and deliverables in advance along with an appropriate timeline to meet those objectives. Deviations from the agreed upon timeline may be necessary, but both parties must agree to these changes in advance. GRAs are expected to contribute on average 20 hours of work on the project per week over the semester.

1. The principal duty of a research assistant is to contribute under supervision to a program of departmental or interdepartmental research. The appointment is made with the understanding that the required services will contribute to the professional training of the student. While graduate research assistants are committed to performing assigned services, their work is sometimes suitable for and may be used as part of their report, thesis, or dissertation research to the extent approved by the faculty supervisor.
2. Research assistants shall engage in research as assistants to members of the faculty or administration of the University. Appropriate service for an advanced research assistant may include the carrying out of independent research under the guidance of a faculty member.

**Graduate Assistant (GA)** - this category can be for many duties, especially where the student is not the Teacher of Record and not primarily doing research. Examples include graduate students who are working with an administrator or other non-academic unit such as Academic Affairs or the Library; students who are assisting a faculty member with classroom activities such as grading tests/quizzes/papers, leading a discussion section, conducting labs, posting materials or responding to questions on D2L, holding office hours, or tutoring students; or other special activities.

Faculty are encouraged to allow experienced GA's to give lectures or make instructional presentations during organized class time; however, University rules prohibit GA's from giving more than 20% of the total course lectures. Nor should they be assigned a "bloc" of teaching concentrated in one period of the semester.

GAs primary duties are for designated undergraduate class(es), but additional duties in relation to other classes taught by the supervising faculty member may be requested, up to, but not exceeding, the percent time appointment of 20 hours per week.

### **Work Assignment & Hours:**

Students must render service to the institution, university, college or program to which they are assigned during the period of the appointment. The responsibilities and expectations of their position are described on the hiring proposal as an extension of this contract. The assistantship requires that the GRA/GTA/GA work 20 hours per week for the designated contract period

stated above. The faculty supervisor will provide assignments to be completed in a timely manner. Regular meetings between the faculty supervisor and the GRA/GTA/GA should take place to assess progress on the project and for the GRA/GTA/GA to receive any new assignments. The supervisor will submit an evaluation of the quality and outcome of the project and completed work at the end of the term and will provide documentation of the number of hours devoted to the project by the graduate assistant. Supervisors are also encouraged, but not required, to submit mid semester performance evaluations to the administration. While working as a graduate assistantship, students may not be employed in any other position within the University System of Georgia, including KSU.

### **Grievance Procedures, Resignation, or Termination:**

If an assistant has a grievance against his/her employer, the student should contact the Program Director to resolve the issue. If that does not resolve the issue, please follow the procedures outlined in the Student Handbook and the Graduate School Catalog.

The Program Director reminds both the student and the employing unit that steady and successful progress toward the degree is the most important and significant goal for the student. An assistantship should facilitate, not hinder, that timely progress.

1. Every effort should be made to resolve grievances informally between the research assistant and the employing faculty member. When serious issues cannot be resolved informally, the research assistant shall have recourse to the grievance procedure outlined below.
2. Employment disputes by research assistants are handled according to program review policies by the program employing the research assistant. The order of review for employment disputes is as follows:
  - a. the faculty member employing the research assistant;
  - b. the program graduate adviser (for graduate students);
  - c. the program director of the hiring unit employing the research assistant; and, finally
  - d. the dean of the college or school employing the research assistant (whose decision is final).

A GRA/GTA/GA wishing to resign must submit a letter of resignation to the Graduate Dean, Program Director, and their Faculty Supervisor. Resignations are considered termination of employment and will end all future assistantships as well unless alternatives are arranged in discussions with the administration and agreed to by all parties in advance of the resignation.

Failure to perform duties assigned in a satisfactory manner, or failure to comply with academic polices, may result in the termination of the assistantship and possibly all future assistantships.

In both circumstances, compensation will cease upon termination and the GRA/GTA/GA may be required to reimburse the University for Tuition waived for the semester using the guiding principles detailed in the GRA/GTA/GA guidelines.

I have read and hereby understand the above.

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Student Name

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Signature

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Date