A9.550  APPOINTMENT OF GRADUATE ASSISTANTS

1. Purpose

To promulgate procedures for appointment of graduate assistants in accordance with Section 304-11 H.R.S., Faculty.

2. Authority

The Board of Regents has delegated to the President the authority to appoint graduate assistants in accordance with the general selection criteria contained in Attachment 1.

3. Procedures

a. Graduate assistantships shall be awarded in a nondiscriminatory manner. Availability of assistantships shall be made known to eligible graduate students through appropriate internal University communication channels and bulletin boards. A UH Form 17 (EEO/AA) should be completed and retained with the recruiting and selection materials for a period of at least three years.

b. The recommendation for appointment shall be on a Payroll Notification Form (PNF). The candidate shall not be permitted to sign the PNF nor given a copy until the appointment has been approved by the President or official designee. The Dean of the Graduate Division has been delegated the approval authority.

c. The recommendation (PNF) must be processed through the appropriate college and forwarded to the Graduate Division for approval. The approved PNF must then be forwarded to the System Director of Human Resources for processing.

d. The required personnel forms must accompany the PNF. In this regard, refer to the Administrative Procedures A9.570, Appointment Procedure for BOR Personnel.
e. Refer to Attachment 2, Graduate Assistant Stipend Schedule, for appropriate stipend rates.
GENERAL SELECTION CRITERIA
FOR APPOINTMENT OF GRADUATE ASSISTANTS

1. Only full-time graduate students admitted to or registered in a graduate program for an advanced degree are eligible for assistantship. Applicants must be studying for an advanced degree in the field in which they are appointed or in a closely related field.

2. To be eligible for a graduate assistantship, an applicant must have a satisfactory (better than average) undergraduate scholastic record with an adequate background in the major field where the appointment is made; and he or she must be in good academic standing; have the minimum Grade Point Average required for regular admission (3.0), not on probation, and possess experience or other qualifications appropriate to the duties of the assistantship to which appointed.

3. Graduate Assistants must carry a minimum of 6 units of credit or equivalent toward the degree each semester and must retain at least the minimum grade point average of 3.0 to be continued in the position.

4. Students are appointed at the G-1 level while in Master's level programs and at the G-2 level having fulfilled the Master's requirements or equivalent and having been accepted for a Doctoral program.

5. Foreign students must demonstrate proficiency in English through sufficiently high scores in the Test of English as a Foreign Language (TOEFL).

6. Graduate Assistants must meet any further criteria stipulated by individual fields of study. Usually appointments are made on a competitive basis, the awards going to the best qualified students. Besides grade point average, scores on special examinations, motivation and goals of students, and specialty areas of the faculty may be important factors in the awarding of assistantships.

7. Graduate Assistant positions must be advertised and selections must be made according to the Equal Employment Opportunity requirements as stated in Administrative Procedure A9.540 or its successor(s).
8. In general, all other points being equal, awards are made for residents of the State of Hawaii in preference to out-of-state students.

9. Assistantships may be renewed upon an annual basis upon satisfactory performance as a student and as an assistant but all reappointees must meet any criteria established for new appointees. Such renewal, however, will normally not result in a total period of service for any assistant to exceed four years.

10. An assistantship shall be automatically terminated when an incumbent completes his/her degree program (at the end of the semester of such completion), or upon the complete withdrawal of a student from his/her program (as of the date of such withdrawal). The assistantship may be terminated if a student falls below the required grade point average (3.0), or should services rendered prove unsatisfactory. Action in all these instances is initiated by the Department Chairperson, approved by the Dean of the Graduate Division, and carried out by the Dean of the appropriate School or College.
Graduate Assistant Stipend Schedule  
Effective 07/01/85

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* Based on full-time rate.
** Based on .50 FTE per month.