

Prepared by the Office of the Executive Vice President for
Academic Affairs/Provost
This is a NEW Executive Policy.

UNIVERSITY OF HAWAI`I

EXECUTIVE POLICY - GRADUATE ASSISTANT

MAY 2011

Page 1 of 5

E5.223 - Graduate Assistant

I. INTRODUCTION

This Executive Policy embodies former Board of Regents Policy relating to Graduate Assistants. With the Board of Regents delegation of authority to the President relating to Graduate Assistants, the intent of this Executive Policy is twofold. First, this Executive Policy maintains the policy-based administrative infrastructure created by Board policy relating to Graduate Assistants. Second this policy serves to transition the administration of the administrative infrastructure from Board policy to Executive Policy promulgated by the President.

II. PURPOSE

The purpose of this executive policy is to describe the selection criteria, duties, qualifications and compensation of Graduate Assistants.

III. RESPONSIBILITIES

It shall be the responsibility of the President to promulgate a policy in consultation with University executives setting forth policies governing graduate assistants. The President or designee shall have the authority to make appointments that conform to policy.

IV. GUIDELINES

A. The President or his/her designee shall have authority to appoint Graduate Assistants in accordance with the following general selection criteria for appointment of Graduate Assistants.

1. Only fulltime 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 of 3.0 to be continued in the position.
4. Foreign students must demonstrate proficiency in English through sufficiently high scores in the Test of English as a Foreign Language (TOEFL).
5. 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.

6. Graduate Assistant positions must be advertised and selections must be made according to the Equal Employment Opportunity requirements.
7. In general, all other points being equal, awards are made for residents of the State of Hawai'i in preference to out-of-state students.
8. 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.

9. 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.

B. Graduate Assistants shall be classified and compensated in accordance with the following classification and stipends for Graduate Assistants:

1. Graduate Assistant.

Duties and Responsibilities. Under special supervision, with very limited latitude for independent action, to serve in one or more of the following capacities: laboratory assistant in charge of a group or section, the work to be performed having been defined by a person in full charge of the course; assistant to a lecturer preparing exhibits or demonstrations; assistant in charge of quiz section; teaching of a lecture class or section under supervision; reviewing material presented by the faculty member in charge of the course; reader of examinations prepared by the instructor in charge of the course.

Minimum qualifications: Graduation from a college or university of recognized standing, with major work in the field involved in the specific position; acceptance by the Graduate School as an intended candidate for an advanced degree.

2. Stipends.

a. Policy Statement on Graduate Assistant Stipends

(1) There will be 9 and 11-month appointments with a differential of 17%. Each of these

two categories of appointment will have 14 steps with a differential of 4%.

- (2) Graduate assistants may be placed in either 9 or 11-month appointments as appropriate to the requirements of their assignments.
- (3) Initial placement on the GA scale will reflect the graduate student's experience, ability, discipline, and assigned responsibility.
- (4) Advancement from step to step, after at least one year of satisfactory service, may be recommended by a department chair or principal investigator with the approval of the pertinent academic dean or institute director.
- (5) Steps above 9 are to be used only in exceptional circumstances where conditions warrant, with approval of the academic dean or institute director and the Dean of the Graduate Division.

3. Graduate Assistant Stipend Schedule.

<u>Step</u>	<u>9-month Personnel</u>	<u>11-month Personnel</u>
1	\$13,296	\$15,552
2	13,830	
3	14,382	
4	14,958	
5	15,552	
6	16,176	
7	16,824	
8	17,496	
9	18,198	21,288

10	18,924	
11	19,680	
12	20,466	23,946
13	21,288	
14	22,140	

4. Special Lecturer Credit-Hour Rate.

Special Lecturer credit-hour rate for Graduate Assistants shall be \$755 for 2000-01. Such rates apply only when the appointee acts in an "assistant" capacity, which does not require complete supervision over a class or section. The rates shall also be applicable to other graduate students when serving in such a capacity.

Note: The rates shown are for .50 FTE per month (annual).