

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

UNIVERSITY OF HAWAI`I

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EXECUTIVE POLICY - GRADUATE ASSISTANT

April 2013

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E5.223 - Graduate Assistants

I. INTRODUCTION

BOR policy, Chapter 9-2 (g) states, "The President shall have the authority to establish, amend, and administer a classification and compensation plan for graduate assistants." The purpose of this executive policy is to describe the selection criteria, duties, qualifications and compensation of Graduate Assistants.

II. 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 graduate students enrolled in a graduate program for an advanced degree (excluding MD, JD and PharmD) are eligible for assistantships. Applicants must be enrolled in the discipline of the graduate assistantship or 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; 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 maintain a cumulative GPA of 3.0 or higher to be continued in the position.

4. International students must demonstrate proficiency in English through sufficiently high scores in measures determined by each campus. If the language of instruction is Hawaiian, proficiency in the Hawaiian language as determined by the program, is expected.
5. Graduate Assistants must meet any further criteria stipulated by individual fields of study. Appointments are made on a competitive basis to the best qualified students.

In addition to grade point average and scores on special examinations, the motivation and goals of the student 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 non-resident students.
8. Assistantships are renewed annually, based upon satisfactory performance, both as a student and as an assistant and contingent upon available funds. All re-appointees must meet any criteria established for new appointees. Renewals will be limited to three years for a master's degree and to six years for a doctoral degree. Additional years may be approved by the campus Vice Chancellor for Academic Affairs or designee.
9. An assistantship may be terminated if the student fails to maintain good academic standing or if performance is unsatisfactory.

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

1. Graduate Assistant.

Duties and Responsibilities.

Under direct supervision, with very limited latitude for independent action, to serve, for example, in one or more of the following capacities: teach a section of a multi-section course or a laboratory section of a course; assist a faculty member in grading assignments or exams, advising students, performing course-related administrative duties, preparing exhibits or demonstrations; assistant in charge of tutorials; reviewing material presented by the faculty member in charge of the course; or supporting the research activities of a faculty member who is the principal investigator of a funded project.

Specific duties and level of supervision depend on the needs of the project or department and on the qualifications and experience of the graduate assistant.

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 campus as an intended candidate for an advanced degree.

2. Tuition exemption

Graduate assistants, as a function of their appointment to an assistantship, are exempt from eligible tuition. Graduate assistants appointed to at least 0.25 FTE assistantships are exempt from one-half of the applicable tuition charges (see BORP 6-7(c))

3. Compensation Plan

- a. There will be 9 and 11-month appointments with a differential of 17%. Each of these two categories of appointment will have 20 steps with a differential of 4%.
- b. Graduate assistants may be placed in either 9 or 11-month appointments as appropriate to the requirements of their assignments.
- c. Initial placement on the GA scale will reflect the graduate student's experience, ability, discipline, and assigned responsibility.

- d. Each campus may determine the minimum salary step for graduate assistants on their campus.
- e. 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.

4. Graduate Assistant Payment Schedule.

<u>Step</u>	<u>9-month Personnel</u>	<u>11-month Personnel</u>
1	14,382	16,830
2	14,958	17,502
3	15,558	18,204
4	16,182	18,930
5	16,830	19,686
6	17,502	20,472
7	18,204	21,288
8	18,930	22,140
9	19,686	23,028
10	20,472	23,952
11	21,288	24,912
12	22,140	25,908
13	23,028	26,946
14	23,952	28,026
15	24,912	29,148
16	25,908	30,312

17	26,946	31,524
18	28,026	32,784
19	29,148	34,098
20	30,312	35,460