

Prepared by the Graduate Division.
This replaces Administrative Procedure No. A9.550,
dated July 1997.

July 2001

RECRUITMENT, SELECTION AND APPOINTMENTS

A9.550 APPOINTMENT OF GRADUATE ASSISTANTS

1. Purpose

To promulgate procedures for appointment of graduate assistants in accordance with Hawai'i Revised Statutes Section 304-12.5.

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 University communication channels, bulletin boards, and to potential applicants through graduate student recruitment materials. 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 Assitant Stipend Schedule, for appropriate stipend rates.

GENERAL SELECTION CRITERIA
FOR APPOINTMENT OF GRADUATE ASSISTANTS

1. Only full-time classified graduate students admitted to or registered in a graduate program for an advanced degree (master's or doctorate) are eligible for assistantships. 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:
 1. Students must have an adequate background in the major field where the appointment is to be made and possess the experience or other qualifications appropriate to the duties of the assistantship to which he or she is to be appointed.
 2. New students must be qualified for regular admission
 3. Continuing students must be in good academic standing (not be on probation) making satisfactory progress toward their degree.
3. To be appointed as a teaching assistant, non-native speakers of English must demonstrate proficiency in English. Typically this means that they must have Test of English as a Foreign Language (TOEFL) scores greater than 600.
4. 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. Academic performance, including grade point average and scores on special examinations, as well as the students motivation, goals, research focus, expertise, and the specialty areas of the faculty are all factors in the awarding of assistantships.
5. 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).

6. 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.
7. Assistantships may be renewed upon an annual basis upon satisfactory performance as a student and as an assistant.
8. 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 either academic performance or service rendered is unsatisfactory. Action in all these instances is initiated by the Department Chairperson or program director, approved by the Dean of the Graduate Division, and carried out by the Dean of the appropriate School or College or Director of the research unit.

Graduate Assistant Stipend Schedule*
Effective 07/01/2000

Rank-Step	Annual	Monthly	Semi-Monthly
9-Months			
GA1	12786	1065.50	532.75
GA2	13296	1108.00	554.00
GA3	13830	1152.50	576.25
GA4	14382	1198.50	599.25
GA5	14958	1246.50	623.25
GA6	15558	1296.50	648.25
GA7	16176	1348.00	674.00
GA8	16824	1402.00	701.00
GA9	17496	1458.00	729.00
11-Months			
GA1R	14958	1246.50	623.25
GA2R	15558	1296.50	648.25
GA3R	16176	1348.00	674.00
GA4R	16824	1402.00	701.00
GA5R	17496	1458.00	729.00
GA6R	18198	1516.50	758.25
GA7R	18924	1577.00	788.50
GA8R	19680	1640.00	820.00
GA9R	20466	1705.50	852.75

*based on 0.50 F.T.E.