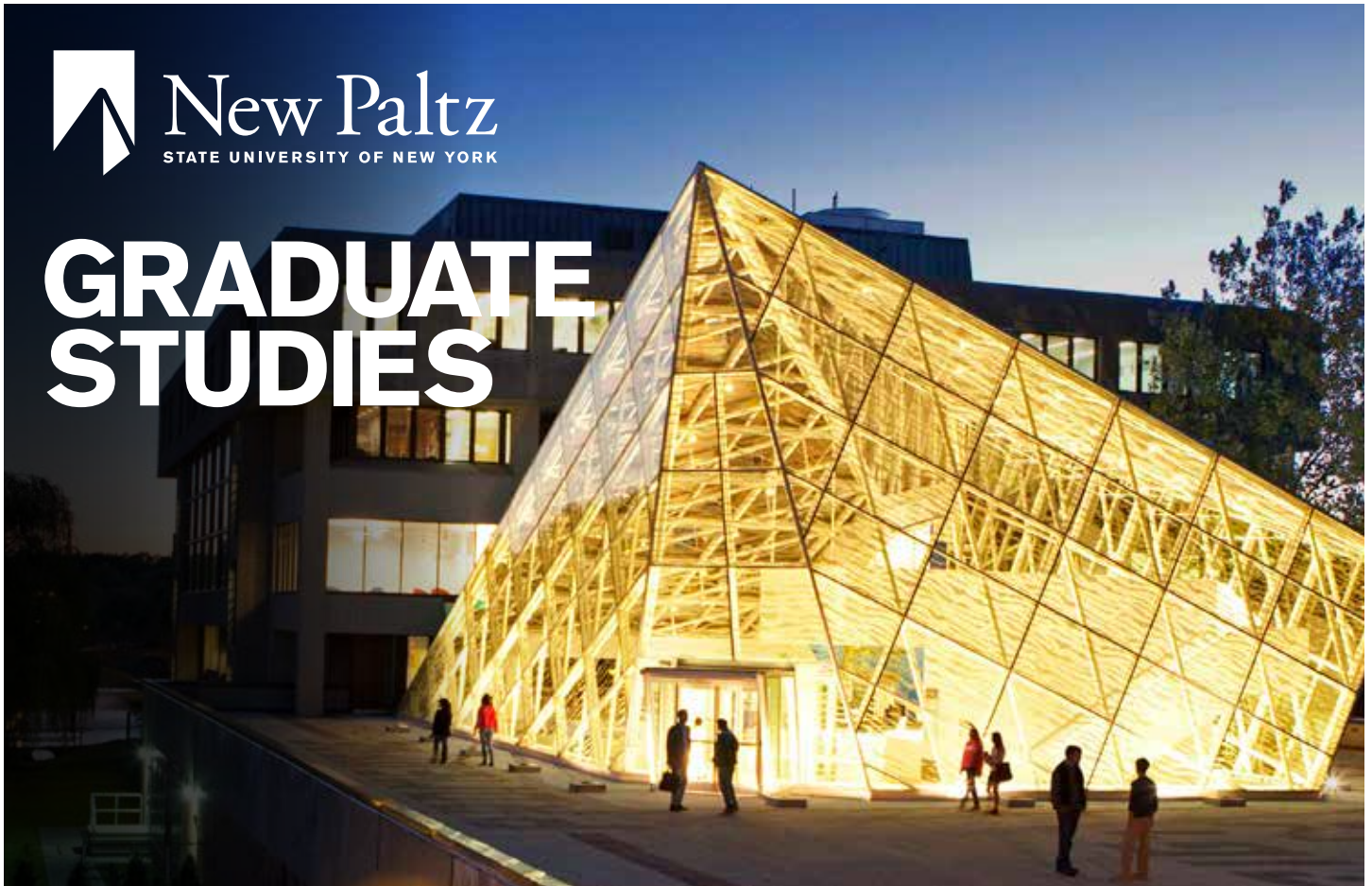




# GRADUATE STUDIES



## All-University Teaching Assistant & Graduate Assistant Program

### GRADUATE EMPLOYEES

Teaching Assistants & Graduate Assistants Assistantships are available to students admitted to or enrolled in a graduate program. The procedure for application for an assistantship, including the selection criteria, is established by deans and academic departments, and publicized and disseminated to all applicants and enrolled students by graduate departments. Criteria for the awarding of an assistantship may include, but are not limited to: grade-point average, standardized test scores, past experience or training, interest in the field of study, letters of recommendation, and/or personal interview.

### DEFINITION

A **Teaching Assistant (TA)** may assist a faculty member during classroom instruction, run a lab session, or teach a course. TAs are required to participate in an ongoing professional development program.

A **Graduate Assistant (GA)** assists faculty and administrators with research or administrative tasks. **GAs should not be asked to teach.**

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### TA/GA HIRING PAPER TRAIL:

- A. Department Chairs submit TA/GA Hiring Packets to their Academic Deans for approval.
- B. Academic Deans review and submit approved TA appointments to the Director.
- C. The Director verifies eligibility criteria and if approved, will forward the appointment to Human Resources.
- D. The Human Resources office constructs a contract letter and mails it to the student.
- E. The student signs the appointment letter and returns appropriate documents to Human Resources.
- F. Upon receipt of a signed appointment letter, the student is placed on the payroll.

### PROFESSIONAL OBLIGATION

The normal workload for TAs and GAs is as follows: Graduate student employees on a full/half assistantship are generally expected to provide 20/10 hours of service per week. Employees in this bargaining unit are engaged in professional activities of such a nature that the output produced or the result accomplished often cannot be precisely measured in relation to a given period of time. It is therefore anticipated that there will be fluctuations above and below these general expectations.

### REMUNERATION

#### Stipends

The payment of a stipend designates a graduate student as an employee of the College and as a member of the Graduate Student Employees Union (GSEU). Stipend rates are set by the Provost/Vice President for Academic Affairs.

#### Tuition Waivers

No more than six credits of tuition waiver (tuition scholarship) per semester can be awarded to a graduate or teaching assistant. Waivers can only be awarded as whole credit hours.

### APPOINTMENT CRITERIA

#### Academic Standards

Only matriculated graduate students who are in “good standing” and making “good progress” toward the degree will be appointed as graduate employees.

**Good Standing** is defined as earning a GPA of at least 3.00

**Academic Warning** is defined as earning a GPA between 2.75–2.99

**Academic Probation** is defined as earning a GPA between 2.50–2.74

**Academic Dismissal** is earned once the GPA falls below a 2.50

**Good Progress** is defined as a record without an “I” or an “F” grade.

If you need to take an incomplete in a course, notify the Graduate Studies & Extended Learning with a plan for the completion of the work. The course work should be finished before the beginning of the following semester. Neither TAs nor GAs will be reappointed with an “I” on their record.

#### Academic Progress

The Director monitors the academic progress of all graduate students at the end of each semester. Graduate employees on year-long contracts who are not in “good standing” will forfeit their appointment. Graduate employees on year-long contracts who are not making “good progress” toward their degree must speak with the Director before the beginning of the following semester to explain their academic performance and to outline their plans for completing work in courses with a grade of

### TUITION WAIVERS & YOUR BILL:

Once a TA or GA appointment is approved by the Director, his/her tuition waiver information is forwarded to Student Accounts and Financial Aid. At this point, the student may also apply for a TA/GA ID card. The student should bring a copy of his/her appointment letter as proof of employment.

### DON'T FORGET:

- To register for at least 6 credits
- To sign your invoice before the deadline and make arrangements to pay the balance of your bill

“I.” Without approval from the Director, graduate employees who are not making “good progress” due to an incomplete grade will forfeit their appointment. Mid-year failure to make “good progress” toward the degree may impact application for reappointment.

### TERMS OF APPOINTMENT

#### Minimum Credit Requirements

TAs and GAs must be registered for at least six credit hours. However, some departments may require students to maintain a full course load (12 or more credits).

#### Appointment Letter

TAs and GAs are appointed by means of contractual letters prepared in the Human Resources Office and signed by the Director. The appointment letter must be signed and returned to the Human Resources Office before the appointment is considered official and before the student will be placed on the payroll. The official date of appointment may also affect eligibility for GSEU raises. International students must present their passport and social security card to a Human Resources agent before they can be placed on the payroll.

#### Pay Cycle

You should receive your first paycheck approximately four weeks following your appointment, assuming all required forms have been submitted to the Human Resources Office in a timely manner and transmitted to the Payroll Office. You should receive subsequent checks every two weeks.

Questions regarding initial payments should be directed to the Human Resources Office. After the initial paycheck, please address your questions to Payroll.





## DEPARTMENTAL CONTACTS

### GRADUATE STUDIES & EXTENDED LEARNING

Vika Shock  
845.257.3286

### HUMAN RESOURCES

Lisa Kozlowski  
845.257.3227

### BENEFITS

Jane Gallucci  
845.257.3169

### PAYROLL

Evelyn Allende  
845.257.3147

### STUDENT ACCOUNTS

Linda Orth  
845.257.3151

### FINANCIAL AID

Nicole Schmitz  
845.257.2954

### Union Representation

All TAs and GAs are represented by the Graduate Student Employees Union (GSEU). See: [http://www.goer.ny.gov/Labor\\_Relations/Unions\\_Units/cwagseu.cfm](http://www.goer.ny.gov/Labor_Relations/Unions_Units/cwagseu.cfm)

### Academic Year Obligation/Schedule

The obligation of TAs holding semester appointments begins with their departmental orientation and professional development workshops and ends with the last day of finals for the semester. GA appointments begin with the first day of classes and end with the last day of finals for the semester.

### Leave

Following one semester of State service, or its equivalent, employees may be granted up to five days leave (within an academic year) for personal illness, or to attend to a substantiated illness or death in their immediate family.

### Holidays

TAs and GAs are required to work on legal holidays if classes are scheduled.

### Inclement Weather

TAs and GAs are not required to work if classes are cancelled due to inclement weather. Follow NP Alert for further information.