

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:16.00

Date: October 1986

Subject: **Duties and Responsibilities of Graduate Assistants**

Selection Criteria

1. All Graduate and Teaching Assistants must first meet the criteria and standards required by the individual department for admission to graduate studies. Generally, these include:
 - a) a bachelor's degree from an accredited college or university with at least a 3.0 GPA in the specific discipline.
 - b) meeting departmental special requirements such as coursework in specific area's qualifying examinations;
 - c) three letters of recommendation from instructors who can attest to the applicants academic career;
 - d) a letter of intent, written by the applicant, that includes career goals and professional interests; and
 - e) acceptable GRE scores as may be required by the individual department.
2. In addition, all candidates for teaching assistantships must demonstrate fluency in verbal and written English as measured by the TOEFL score, when required, as well as a personal interview.

Duties and Responsibilities

The duties of graduate/teaching assistants will vary according to the department/area; however, the specific duties/expectations should be clearly delineated at the time of appointment.

Although graduate/teaching assistants should be urged to take on new and challenging responsibilities, their work in the classroom, laboratory, etc., should be closely monitored and supervised by a professor or department chair.

Evaluations

Graduate/teaching assistants should be required to keep current in the field by attending departmental seminars or other such activities. Attendance, where possible, is also encouraged at state and national professional conference/meeting.

A written evaluation of the individual's performance should be submitted by his/her supervisor at the end of each semester. Individuals engaged in student contact, either through labs or serving as a teaching assistant, should also be evaluated via student questionnaires. Formal and informal meetings should be held periodically to discuss problems/ successes related to the assistant's performance of assigned duties.

Reappointment

Graduate/teaching assistantship should be regarded as a learning experience for the students; consequently, the department is obligated to encourage completion of the degree as expeditiously as possible. They are not to be regarded as long-term cheap labor, and graduate/teaching assistants should not serve for longer than two years. Students not performing up to standards of graduate school will be dismissed from the college and their assistantships terminated.

Graduate and teaching assistants should be appointed on an annual basis. However, more frequent appointments may be made if approved by the dean. Reappointment is possible based upon progress towards the degree and quality of service.

Source of Information	Memorandum from vice President for Academic Affairs, October 21, 1986
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Assistantships

Graduate assistantships are available through various academic and administrative departments on campus. Duties of graduate assistants vary according to position but duties traditionally consist of non-teaching functions such as grading papers, monitoring exams, assisting in administrative assignments or participating in research projects.

Awards

Awards may include a tuition scholarship (up to 9 credit hours per fall and spring semesters), a stipend, a meal plan, and housing. Assignments range from 12 to 20 hours per week and may provide stipends from \$3,000 to \$6,000 per academic year. Stipends and/or tuition scholarships cover tuition only; it is the student's responsibility to pay all college fees.

Graduate assistants must complete a [tuition scholarship award application](#) (PDF, 1KB) for each semester funding is sought.

Eligibility

Applicants must be accepted into a graduate program as a matriculated student. There is usually an application process for each assistantship position. Check with the department offering the position to determine the process and requirements.

HR Website information Graduate Assistant

1. Consult with Equity & Diversity. Following consultation, complete a Position Release/Recruitment Process Form and route for approval.
2. Prepare a Position Release/Recruitment Process Form and route for approval.
3. Conduct the search according to the approved Recruitment Plan.
4. Receive applications/resumes and respond to applicants.
5. Distribute Applicant Survey & Data Collection Form to applicants.
6. Review applications and recommend candidates for interview.
7. Interview candidates and make a final recommendation for hire.
8. Complete the Special Search Procedure & Recommendation Process Form for Graduate Assistants and route for approval. No offer of employment may be made until this form is fully approved.
9. Complete Faculty and Professional Appointment Form and route for approval.
10. File the fully approved Appointment Form.

Note: Contact [Equity & Diversity](#) to request a copy of a Guide to Affirmative Action Searches.