

Subject: Graduate Assistantships

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POLICY

The School of Library and Information Science will provide assistantships during the academic year and during the summer to eligible SLIS students. Any student enrolled in at least 6 hours during the fall and spring semesters is eligible for an assistantship; students must be enrolled in at least 3 hours in the summer terms to be eligible for an assistantship. An assistantship may be awarded for the entire academic year or for a single semester. The SLIS will comply with the University's affirmative action policy in the awarding of graduate assistantships.

Graduate assistants will be paid for a specified number of hours work per week (minimum 10 hours; maximum 20 hours) and may receive a tuition reduction according to Graduate School regulations. Students may be assigned to two faculty members for 5 hours of work per week each for a total of 10 hours. Retention of an assistantship will be contingent upon the successful performance of assigned duties, satisfactory academic progress, and the needs of the SLIS.

PROCEDURE

All applications for graduate assistantships will be submitted to the Student Services Office. The Director's Office will award the assistantships. Consideration of all applications will be guided by evaluation of the applicant's undergraduate and graduate GPA, GRE or MAT score, letters of recommendation, letter of application, related work experience, related course and workshop experience, and other relevant factors. In the case of special graduate assistant positions, an interview may be conducted.

Graduate assistants are required to be enrolled in and remain enrolled in courses, which are appropriate for inclusion in a SLIS graduate degree or certificate program. Exceptions to this requirement may be made by the Director prior to the assistantship period. Any change in course schedule after the student begins the assistantship must be approved in advance by the student's advisor and the Director.

Each GA will be notified by letter of the award, the specific assignment, and the supervisor with whom he/she will be assigned. It is the responsibility of each GA to notify the Director's Office in writing of acceptance of the award, and contact the faculty/supervisor to arrange the work schedule and plan duties to be performed. GA's should notify the Director's Office if they would like to resign from the position.

A faculty member awarded a grant, which includes the hiring of a graduate assistant, will be responsible for selecting a student to work as his/her grant-funded graduate assistant.

The Director's Office will process the paperwork necessary for hiring the graduate assistant. Grant-funded graduate assistants will work only on the grant project; therefore, a faculty member with a grant-funded graduate assistant may also be assigned his/her School-funded graduate assistant. Grant-funded graduate assistants will be subject to the same evaluation procedure as those who are funded by the School.

Graduate assistants will be evaluated at the mid-point of each major semester using an evaluation that will be sent each semester by the Director's Office.

Those GA's who receive satisfactory evaluations and who are making satisfactory academic progress will be eligible for continuation of the award depending on the needs of SLIS. Those receiving unsatisfactory performance or academic evaluations will be notified that the award will be terminated. The position will then be open for reassignment by the Director's Office.