Graduate Assistantships

I. PURPOSE: The purpose of Procedure 254 is to describe the nature of Graduate Assistantships at West Liberty University and to establish processes by which these positions may be established, individual students may apply for them, and by which appointments may be made.

II. DEFINITIONS:
   A. A Graduate Assistant is a graduate student appointed as a University employee in a position that provides the student with an apprenticeship experience. Such appointments may include the waiver of graduate tuition, housing waiver, stipend, and/or other financial support for graduate education. West Liberty University recognizes student employment as a Graduate Assistantship only under the definitions, conditions and categories below. Student employment outside these parameters will not be deemed a Graduate Assistantship.
   B. There are three categories of Graduate Assistantship:
      1. Graduate Teaching Assistant (GTA): The duties of the GTA are primarily instructional. These individuals are selected based on past teaching experience or academic promise as effective instructors in their field of study. A GTA may be assigned responsibility for a self-contained class, for a laboratory or discussion class accompanying a faculty-taught lecture class, or for assisting a faculty member with teaching-related tasks such as lecturing, leading discussion groups, serving as an assistant to laboratory classes, advising students, proctoring examinations, preparing class materials, assisting during class, grading tests and papers, and providing general assistance in the instructional process. GTAs who teach courses for credit and/or assign final course grades must meet the faculty qualification standards established by WLU Policy.
      2. Graduate Research Assistant (GRA): GRAs are selected for excellence in scholarship and promise as researchers. They may be employed by any of the University’s academic, research, or administrative offices. They engage in part-time research as a portion of their training under the direct supervision of regular faculty members, or support the research initiatives of the institution. The nature of the assistance they provide may vary by discipline and can involve a variety of activities, such as library work, proposal writing, data gathering, and data analysis. While placement of GRAs within their program of study is a priority, some GRAs may be appointed to units outside their academic discipline.
      3. Graduate Service Assistant (GSA): The title GSA refers to graduate students who are employed to aid faculty or staff members with functions of the unit in which the appointment is made. Any academic or nonacademic unit may establish service assistantships. The GSA is responsible to a professional member of the unit who supervises and trains the student in the service role. Duties vary depending on the needs of the unit.

III. ELIGIBILITY AND RIGHTS: To be eligible for a Graduate Assistantship, a student must have been accepted into a graduate program at WLU and be registered for at least six (6) credit hours for the term(s) in which they will receive the assistantship. They must also maintain the minimum GPA for the program in which they are registered. Graduate Assistantships will last no more than two (2) calendar years. Appointment as a Graduate Assistant does not confer any rights to permanent appointment. The length of service of a Graduate Assistant does not alter the temporary nature of the appointment or confer additional rights. Appointments are generally made on a semester-by-semester basis.
IV. PROCEDURES: The following procedures shall be followed:
A. Establishment of Graduate Assistant positions.
   1. A budget shall be established annually for the award of graduate tuition waivers, housing waivers and stipends.
   2. Any unit may request the establishment of an assistantship using Form A, included with this procedure.
   3. The establishment of any GA position must be approved by the unit head, CFO and Provost.
   4. Positions must be renewed each academic year.
B. Student Application Process
   1. Applications for Graduate Assistantships must be made using Form B.
   2. Applications will be considered as they are received.
   3. Students wishing to continue as Graduate Assistants must submit a new application each academic year.
C. Award of Assistantships
   1. The Coordinator of Graduate Studies will process student applications and match applicants with positions.
   2. The office originating the position will conduct interviews with qualified candidate(s) identified by the Coordinator of Graduate Studies. The Unit Head will notify the Coordinator of Graduate Studies whether or not the candidate has been accepted for the position.
   3. Notifications of awards will be made as they are determined.
   4. Awards are generally for one semester or summer term, but may be renewed.
FORM A: REQUEST TO ESTABLISH A GRADUATE ASSISTANTSHIP
Submit to: Coordinator of Graduate Studies, Office of the Provost, CUB 100, 208 University Dr., West Liberty, WV 26074
Phone: 304-336-8109 Fax: 304-336-8829 email: gradstudies@westliberty.edu

UNIT REQUESTING POSITION: ____________________________________________

CONTACT PERSON - NAME: __________________________________________

PHONE: ______________________ EMAIL: __________________________

TYPE OF ASSISTANTSHIP (circle one): GTA GRA GSA

JOB TITLE/DESCRIPTION OF THE POSITION: ____________________________________________

__________________________________________________________________________

SPECIFIC SKILLS / KNOWLEDGE NECESSARY: ______________________________________

__________________________________________________________________________

__________________________________________________________________________

WHO WILL SUPERVISE THIS POSITION? ______________________________________

WILL THERE BE A STIPEND? ______ IF SO, HOW MUCH? ______/____

APPROVALS

________________________________________  __________________________

  Unit Head                                          Date
________________________________________  __________________________

  Provost                                          Date

________________________________________  __________________________

  CFO                                              Date
FORM B: APPLICATION FOR GRADUATE ASSISTANTSHIP

Submit to: Coordinator of Graduate Studies, Office of the Provost, CUB 100, 208 University Dr., West Liberty, WV 26074
Phone: 304-336-xxxx Fax: 304-336-xxxx email: gradstudies@westliberty.edu

NAME: ___________________________ WLU Student ID#: ___________________________
(Last) (First) (if established)
ADDRESS: ____________________________________________________________
(No. & Street) (City) (State) (Zip)
PHONE: ___________________________ RESIDENT OF WEST VIRGINIA? ______
EMAIL: ____________________________

HAVE YOU BEEN ADMITTED TO GRADUATE STUDY? ______ CURRENTLY ENROLLED? ______
WHEN DO YOU WISH TO BEGIN GRADUATE STUDY? ______ FULL-TIME or PART-TIME? _____
DO YOU INTEND TO ENROLL IN SUMMER COURSES? YES______ NO______
THE GRADUATE DEGREE PROGRAM YOU INTEND TO PURSUE: ____________________________
   Concentration (if applicable): ____________________________

LIST THE COLLEGES OR UNIVERSITIES IN WHICH YOU HAVE BEEN ENROLLED:

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<tr>
<th>From Month/Year</th>
<th>To Month/Year</th>
<th>Institution and Location</th>
<th>Degrees, if any</th>
<th>Date Granted Month/Year</th>
<th>Credit Hours Completed</th>
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UNDERGRADUATE MAJOR: ____________________________ MINOR: ____________________________

LIST WORK EXPERIENCE:

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<tr>
<th>Employer</th>
<th>From Month/Year</th>
<th>To Month/Year</th>
<th>Job Title</th>
<th>Immediate Supervisor</th>
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PRESENT POSITION: ____________________________ PHONE: ____________________________

LIST THREE PERSONS (at least one of whom is a former or present employer if you are or have been employed) WHO HAVE KNOWLEDGE OF YOUR WORK EXPERIENCE AND/OR EDUCATION. BY LISTING THESE, YOU AUTHORIZE THE UNIVERSITY TO CONTACT SAID PERSONS FOR A REFERENCE ON YOUR BEHALF AND ALSO AUTHORIZE THEM TO RELEASE INFORMATION ON YOUR BEHALF.

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<tr>
<th>Name</th>
<th>Contact Information</th>
<th>Position</th>
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I certify that all of the statements made by me on this form are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that provision of false or misleading statements may subject me to criminal prosecution and may subject me to termination of any employment gained pursuant to this document.

SIGNED: ____________________________ DATE: ____________________________

NOTICE OF COMPLIANCE
West Liberty University, in making decisions regarding employment, student admission, and other functions and operations, adheres to a policy of nondiscrimination and complies with the Federal regulations and requirements as set forth in Titles VI and VII of the Civil Rights Act of 1964, West Virginia Human Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations.