

DIVISION OF
STUDENT AFFAIRS



Graduate Assistant Orientation

2016

Agenda

NEW GAs

- 8:15 a.m. Breakfast
- 8:30 a.m. Introductions
- 9:00 a.m. Review of the GA Manual
- 10:00 a.m. Panel: Transitioning from an undergraduate student to GA
- 11:00 a.m. Review of the GA Manual Continues
- 11:30 a.m. Organizational Structure/UNT Lingo

ALL GAs

- 12:00 p.m. Lunch (at table index cards for students to write GA lunch topics on)
- 1:00 p.m. GA Expectations
- 1:30 p.m. Group Activity
- 2:30 p.m. Dismissal



INTRODUCTIONS





POLICY MANUAL OVERVIEW



Philosophy Statement

- We need you and you need us.
- How GAs support the Division:
 - Provide support for Division programs and services;
 - Provide a diverse perspective on student engagement and student learning;
 - Provide a conduit to the UNT student experience
- How the Division supports GAs:
 - Provide training to increase effectiveness and productivity;
 - Provide professional development opportunities for GAs to gain valuable experience within their field of study;
 - Provide a positive learning and work environment through supervision, competitive compensation, and mentoring.



NUTS AND BOLTS



Hiring Process

- All of you are in a 1-year appointment. Why?
- Returner Rotation
 - Takes place January/February
 - Students interview with 5-6 departments
 - Matches are based on the preferences of both the student and the hiring department.
 - All candidates will apply through Career Connect and make their preferences.

Tuition Benefit Hours

- **Program requirements:**
 - **9 SCH** must be at the 5000 or 6000 level applicable to the degree program for which they were admitted to UNT.
 - Minimum 3.0 GPA for every semester as well as cumulative for the entire academic year.
 - Work in a salaried 50% FTE (20 hours per week), benefits eligible graduate assistant position (TA, TF, RA not externally funded, or GSA) for fall & spring.
 - Admitted and enrolled in degree types: PhD, DMA, EdD, MFA, MA, MS, MM or M.Ed. (only in Higher Education).
 - Submit a yearly FAFSA as part of the final award process. They are not required to accept awards offered through the FAFSA. International students are exempt from this requirement.
- Not eligible:
 - Hazelwood Exemption
 - Staff/Dependent Educational Scholarship
 - RAs funded by external grants
 - Receiving financial support from an external source that also pays their tuition (e.g. NSF, GRF, sponsored].

Out-of-State Tuition Waivers

- Graduate Assistants are eligible to receive an in-state tuition reduction to help ease the burden of the cost of their educational experience based on their specific role.
- Resident rather than non-resident tuition is applied to a teaching or research assistant provided the student is employed at least one-half time by UNT in a position that relates to the degree sought. Requires official application approved by hiring department. This waiver waives out of state tuition and allows the student to pay in-state tuition rates.
- The waiver might be applied in one of two ways:
 - The department of study may award a competitive scholarship of at least \$1,000 to the student, which allows a student to have the out-of-state tuition to be waived, or
 - **The department of employment, along with the related faculty of area of study, should agree upon a “research agenda with deliverables” that the graduate research assistant will complete by the end of the academic term.**
 - This document should be turned into Student Accounting along with the tuition waiver form for final approval.
 - The GA Program advisor will walk you through this process.

Timekeeping

- Your supervisor will help you develop a schedule that accommodates your class schedule and their needs.
- GAs need to complete 4 hours each weekday of a month; 80-92 hours a month (depending on the number of weeks in the month).
 - This is regardless of university closures, holidays, etc.
 - Hours can be shifted day-to-date or week-to-week within a month, but no roll over hours are allowed month-to-month.
- Maximum allowable hours per week (per Policy 15.1.27):
 - 6 SCH – max is 40 hours/week
 - 9 SCH – max is 30 hours/week
 - 12 SCH – max is 20 hours/week
- Although GAs are considered salaried employees, they are not benefits-eligible (you do not accrue sick or vacation time).
- Although a timesheet does not have to be submitted, you should keep a timesheet internal to your department for tracking and audit purposes.



BREAK





GA Opportunities



Graduate Assistant

- Mentorship
 - Transition mentor provided by GA Program advisor (outside department)
- Professional Development
 - Conferences/webinars/etc. – general rule of thumb is to spend about \$500 on professional development, per GA, should departmental funding be available.
 - Timekeeping
 - Away from campus:
 - GA should **not** list weekend hours or any more than four hours per business day as a part of the total hours for that month.
 - On-campus:
 - A graduate assistant may use 0-4 hours of their monthly working hours to attend professional development sessions offered on campus. Since each department and role has different types of responsibilities, it will be up to the supervisor to approve the GA's time away from the office to attend a professional development session

Graduate Assistant Cont.

- Professional Development Cont.
 - Division GA Gatherings
 - GA Orientation (you're here today!)
 - GA Lunches
 - First Monday of each month (except September) from 12:00 p.m. – 1:00 p.m.
 - September 12
 - October 3
 - November 7
 - December 5
 - February 6
 - March 6
 - April 3
 - May 1
 - Your supervisor may, or may not, allow you to count this in your hours.
 - End of Year Evaluation Focus Group
- New Graduate Student Orientation
 - We would like all new graduate students to UNT (that also work in the Division) to attend New Graduate Student Orientation on August 27.



PANEL:

**TRANSITIONING FROM AN
UNDERGRADUATE TO GA**





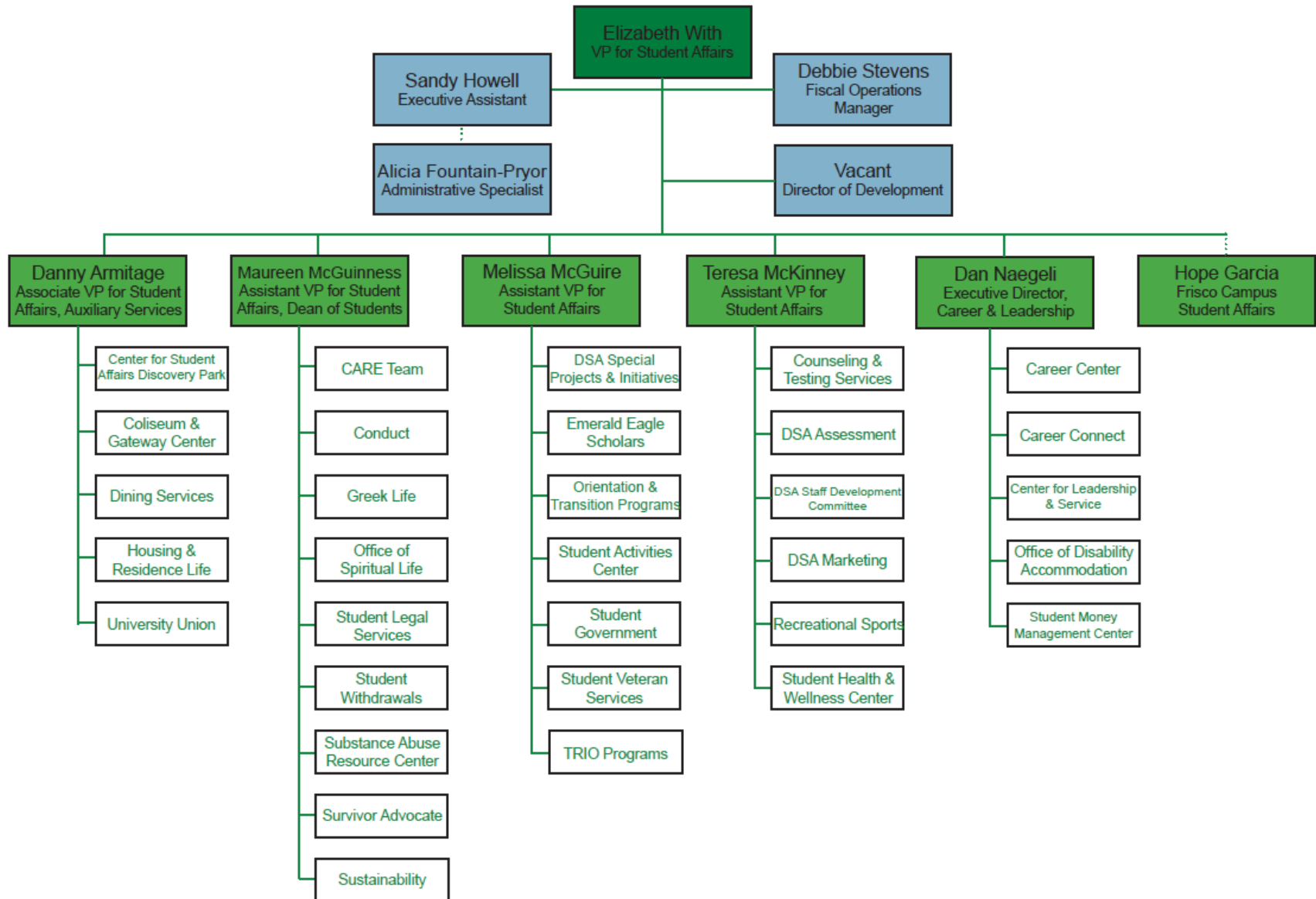
ORGANIZATIONAL STRUCTURE



University of North Texas

Division of Student Affairs (DSA)

2016-2017 Organizational Chart





Q&A





LUNCH



GA Expectations

- **GA Expectations Worksheet**
- **GA Lunches**
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