

DIVISION OF  
STUDENT AFFAIRS



# Graduate Assistant Supervisor Orientation

2016

# Agenda

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# Philosophy Statement

- We need them and they 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

- **Interviews and Placement**

- Positions coordinated, with very few exceptions, through the GA Program advisor (M. McGuire) and the Higher Education Department.
- Positions are 1-year appointments, with very few exceptions.
- 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.
  - Beginning this year, all candidates will apply through Eagle Network (program advisor to coordinate until New Candidate Placement concludes).

# Hiring Process Cont.

- **Interviews and Placement Cont.**
  - New Candidate Placement
    - Takes place March/April
    - Candidates review all open job descriptions and provide their initial top 5 rankings.
    - Sunday evening prior to interviews, a reception is held and candidates can make changes to rankings.
    - Matches are based on the preferences of both the student and the hiring department.
    - **No offer is made until we receive the go-ahead from the Higher Education department (program advisor will communicate this to you).**

# Hiring Process Cont.

- **Interviews and Placement Cont.**

- What if my position is still open after returner and new candidate interviews?
  - Post position in Eagle Network so you can monitor.
  - Program advisor will continue to send resumes to department to help fill position.
  - Prior to submitting offer, make sure student has been accepted to UNT through the Toulouse Graduate School AND their departmental field of study.

# Hiring Paperwork

- **Offer Letter** (draft provided by GA Program Advisor)
  - Start Date
  - Salary Information
    - 9-month or 12-month appointment
    - Level 1, 2, or 3 salary
      - Level 1 pay: 0-17 SCH toward degree
      - Level 2 pay: 18+ SCH toward degree
      - Level 3 pay: doctoral students who have advanced to candidacy or have all but dissertation (ABD) status (after oral exam).
  - Criminal History Check (CHC)
    - Form must be completed by student and student must submit to the Career Center (either in person or via mail; they need original signature).
    - Career Center will e-mail you when CHC is cleared.
  - Tuition Benefit Hours

# Tuition Benefit Hours

- GA Program Advisor will coordinate on behalf of all Division positions.
- Students who are in the Higher Education master's cohort will be given preference and will receive 12 hours/year.
- Students who are higher education majors (but not in the cohort) and any other major that meets one of the requirements of the program (see next slide) will receive 6 hours/year.
- Once our hours run out, no more hours will be disbursed to GAs unless a department decides they want to purchase hours for their GAs. At this point, we are out of hours.
  - If a department does decide to purchase hours for their GAs, the cost will be approximately \$1,425.00 per 3 hours (2016-2017 rate).

# Tuition Benefit Hours Cont.

- **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

- Develop a schedule that complements the needs of your student's course load and the needs of your department.
- 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 (they do not accrue sick or vacation time).
- Although a timesheet does not have to be submitted for a GA, keep a timesheet internal to your department for tracking and audit purposes.

# Leaving Assistantship

- If a GA leaves or is removed from assistantship, notify GA Program advisor immediately.
  - Keep GA Program advisor in loop if issues are on the rise.
- Upon removal, immediately submit ePAR, noting official last day and “termination.”
- If GA is being removed from payroll just over summer months, but plans to return in the fall, make sure ePAR is coded as “Summer Termination.”
  - If GA stays on during the summer, make sure an ePAR is submitted with the code “Summer Appointment.”



# **GA and Supervisor Expectations & 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.
      - This way, the GA's opportunity to attend a conference does not take away from the productivity of the office, and the GA does not have to make up hours missed during time away from the office on business days.
    - 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
      - Thursday, August 18<sup>th</sup> in Chestnut Hall 120A and B
        - New GAs: 8:00 a.m. – 4:00 p.m.
        - Returners: 12:00 p.m. – 4:00 p.m.
    - GA Lunches
      - First Monday of each month from 12:00 p.m. – 1:00 p.m.
    - 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.

# Additional Supervisor Information

- Seek to provide a meaningful experience for your GA.
- Learning Outcomes Worksheet
- GA/Supervisor Expectations Worksheet (see packet)
- GA Mid-Year (December) and Annual Evaluation (May)
  - Send a copy to GA Program Advisor



# Q&A

