



Graduate Assistant Supervisor Orientation

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2024

Table of Contents

01

Welcome

02

Philosophy

03

Who we Serve

04

Procedures

05

Creating a
Meaning
Experience

06

Q&A



A Welcome From Dr. Elizabeth With

**Senior Vice President
for Student Affairs**

*Division of Student Affairs,
Hurley Administration Bldg. 207*

01

Philosophy

We need them and they need us!



Philosophy

Our connection to the Higher Education Department

- Development of the Master's Cohort program

GA positions are 1-year appointments

- Very few exceptions
- Why
- Our recommitment to this

Ensuring a consistent message.

Philosophy

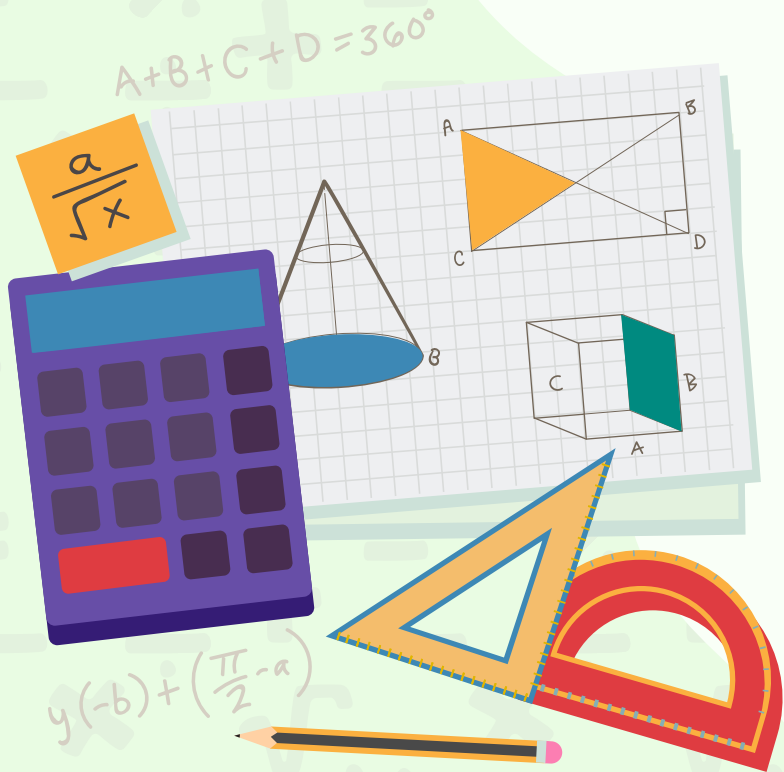


How our GAs support the Division:

- Provide support for Division programs and services
- Provide a diverse perspective on student engagement and learning
- Provide a conduit to the UNT student experience

How we support the GA:

- 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

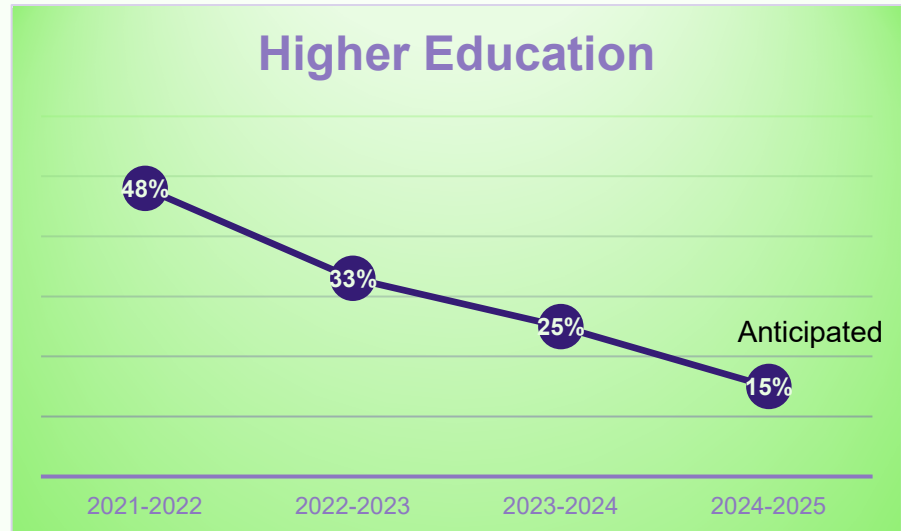


03

Who We Serve

28% Higher Education

FY22-FY24



Counseling represents 21% of all GAs across 3 years, followed by Business (7%).

Other notable demographics

- 36% are White
- 40% are Hispanic and African American (evenly split).
- 70% W | 30% M

04 Policies and Procedures



Payment

- Assistantships are salaried roles for graduate students.
- There are no longer defined Levels of pay.
 - Masters Level and Doctoral Level only.

NEW: Master	NEW: Doctoral
Min - \$1,424.32/month	Min - \$1,675.67/month
Mid - \$1,751.17/month	Mid - \$2,060.19/month
Max - \$2,078.01/month	Max - \$2,444.72/month

- For the 2024–2025 academic year, DSA will honor:
 - \$1,424.32/month for first-year graduate students.
 - \$1,675.67/month for anyone with more than 18 SCH completed by September 1.

Pay Plan Cont.

- **New Job Codes**
 0832 – Graduate Services Assist – Masters
 0833 – Graduate Services Assist – Doctoral
- ePars need to be submitted at least twice a year.
 Academic Year: September 1 – May 31
 Summer: June 1 – August 31

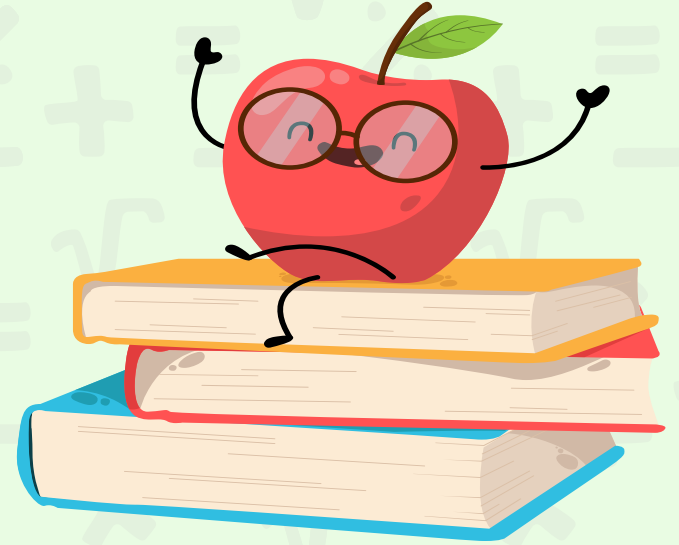
- Beginning September 1, GAs will be paid semi-monthly.

- **Pay Comparison:**

	Salary	Tuition Benefit	Total	% of Entry Level Coordinator Position
Level 1 GA - 6 SCH/Sem in TB	\$17,091.84	\$5,740.00	\$22,831.84	49%
Level 1 GA - 3 SCH/Sem in TB	\$17,091.84	\$3,220.00	\$20,311.84	44%
Level 2 GA - 6 SCH/Sem in TB	\$20,108.04	\$5,740.00	\$25,848.04	55%
Level 2 GA - 3 SCH/Sem in TB	\$20,108.04	\$3,220.00	\$23,328.04	50%

Tuition Benefit Hours

- GA Program Coordinator will coordinate on behalf of all Division positions
- Students who are in the Higher Education program will be given preference and will receive funding equivalent to 6 SCH each long semester
 - Exceptions: REC Center and Counseling students will also receive 6 SCH each long semester.
 - All other GAs will receive 3 SCH/semester, unless we find we have remaining tuition benefit hours in the spring.

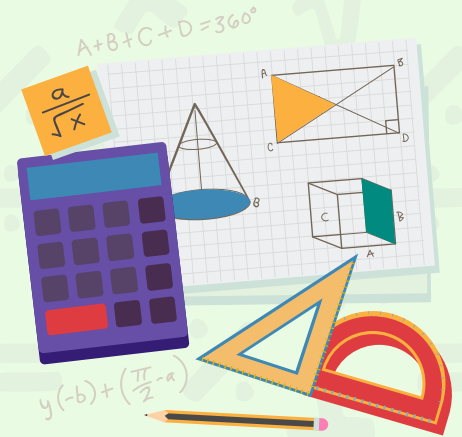


Tuition Benefit Hours (cont.)

- Once our hours run out, no more hours will be disbursed to GAs unless a department decides that they want to purchase hours for their GAs
- Students are responsible for making sure that they meet the program requirements; **students MUST be enrolled in (9) hours and maintain a GPA of 3.0+**
- Graduate assistants must be employed by the census date to receive a tuition benefit

Tuition Benefit Hours (cont.)

- Students receiving the Faculty/Staff scholarship are **INELIGIBLE** for a typical tuition award, but they may be eligible for partial funding (~100 per TBP credit hour).
- If a GA falls in this category, they should contact gradaward@unt.edu to see what they are eligible for; from there, we will see what tuition benefit we have remaining for the student



Course Load Exemptions

- If a student is NOT enrolled in 9 SCH, they are required to complete a Course Load Exemption through the Graduate School to receive their tuition benefit
 - Typically, these are reserved for students in their final semester or ABD status
- International students do NOT need to submit a Course Load Exemption form; instead, they will submit the ***Graduate Student Full-Time Equivalency Report*** (aka “the purple form”) from UNT-International
 - This is needed for Visa purposes

Course Load Exemptions (cont.)

- A student **MUST** have a degree plan on for the Graduate School to review. This should be completed **2 WEEKS PRIOR TO THE START OF THE SEMESTER** for each term
- Faculty advisors **MUST** sign off on this form (and submit it via the Toulouse Graduate School secure portal) as they know the student's degree plan more than we do
- **We do not have any authority over this form**



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
- The waiver might be applied in one of three ways:
 - The department of employment offers a tuition benefit to the student
 - Any tuition benefit we give will automatically qualify a student for an employment waiver
 - 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

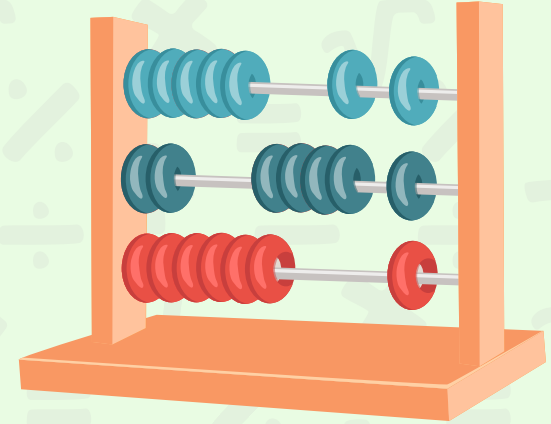


Timekeeping

- GAs are .5 FTE status, which means they work 20 hours a week.
 - This is regardless of university closures, holidays, etc.
 - They may work more hours some months, over others, just as full-time staff do.
 - Hours can be shifted day-to-day or week-to-week within a month, but no roll over hours are allowed month-to-month.
 - In months where there are university closures, the minimum hours to complete is 80 for their salary.
 - They can work 40 hours/week when classes aren't in session.

Timekeeping (cont.)

- Maximum allowable hours per week (per Policy 15.1.27):
 - 6 SCH – max is 40hours/week
 - 9 SCH – max is 30hours/week
 - 12 SCH – max is 20hours/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



Recruitment

Higher Education students are given first preference.

- Returner Candidates – late-Jan
- New Candidates – February/March

Prior to interview days, you will have a chance to review candidates' resumes and rank them on who you feel would potentially be a good fit for your position

The GA Program Coordinator will use this information, in coordination with candidates' rankings, to develop an interview schedule

A similar matching process will take place after interviews have completed

Recruitment (cont.)

The GA Program Coordinator will notify departments of a match after the Higher Education department confirms acceptance of the candidate into the program (for first-years)

At least some of our positions are left unfilled throughout these processes. Once the formal processes conclude, departments can post their position in *Handshake* for graduate students to pursue



Hiring Paperwork

- Verbal Offer
- Offer Letter (draft provided by GA Program Coordinator)
 - Uploaded through Provost Office Dynamic Form
 - You must use the GA's UNT student e-mail to submit the offer letter.





05 Creating a Meaningful Experience

Pro Dev – What we Provide

- General rule of thumb is to allocate about \$500 on professional development, per GA, should departmental funding be available.
- Mentorship
 - Transition member provided by Program advisor (outside department)
 - Mentors are typically Assistant Directors and above
- Division GA Gatherings
 - Orientation and Lunches



Pro Dev - Timekeeping

- Away from campus:
 - GAs should **NOT** list weekend hours or any more than four (4) 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



Pro Dev - Timekeeping

- 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

Supervisor

Setting your GA up for success:

- Think back to what you wanted from a supervisor when you first started a new job (or your first job).
- Make sure their expectations align with your expectations from the start.
- Meet with them regularly.
- Infuse them into your department.
- Provide meaningful mid-year and end-of-year evaluations.
 - New rubric/evaluation tool forthcoming. You will have before the start of the semester so they know what they will be evaluated on.

Unified We Play: The power of
knowing you are on a team





Our

Philosophy

- Play critical role
- Provide real-world training
- Prepare them for a job
- Two-pronged approach to development



Some Context

- 21 pro staff
- 6 graduate assistants
- 8 program areas
- Dedicated grad workspace



The Goals

1. Make them part of the rec sports team
2. Build a team with our 6 grads



The Benefits

Belonging creates greater ownership

- They tend to stay
- They are more productive
- They are more willing to speak up
- They trust the process
- They accept the tough hours a whole lot better



How We Get There

Thorough Grad Orientation

- Team Building and reflection
- What does success look like
- Being a grad with us
- What does “professionalism” look like here
- Dos and don't of the office



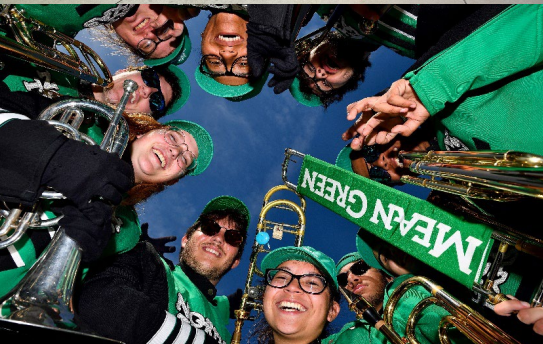
Training & Development

- Monthly grad staff meetings
 - Professional/personal development topics
 - Money management
 - Resume/interviewing skills
 - Rec sport budget and why
- Book club – The Power of Moments and the Student Leadership Challenge
- Donut Talks
- Fun Outside of Work



Things to Consider

- It helps to have one person “in charge” of the program
- It does take time to plan everything out and to be prepared
- If you decide to do it, do it
- Don't be afraid to change things up



NAVIGATING THE JOURNEY OF PROGRESSIVE DISCIPLINE

University of North Texas

Melanie Pounds

Senior Associate Director
Melanie.Pounds@unt.edu



Goals

PROGRESSIVE DISCIPLINE DEFINED

GUIDING PRINCIPLES OF PROGRESSIVE
DISCIPLINE

DISCIPLINE/TERMINATION PROCESS

SUMMARY

QUESTIONS

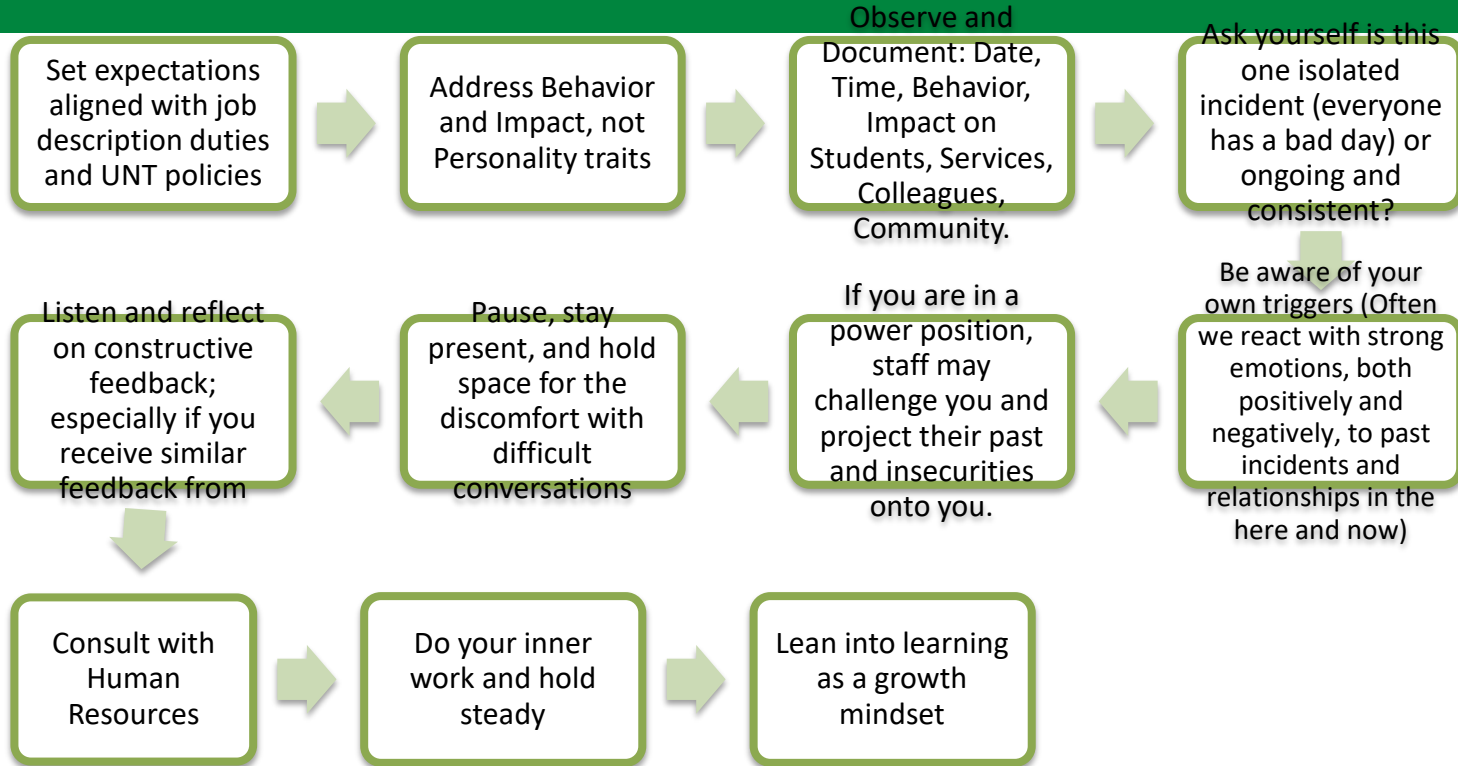
What is Progressive Discipline?



Progressive Discipline is defined in UNT Policy 05.033, *Staff Employee Discipline and Discharge* as:

“The process of using increasingly serious actions to address employee performance or conduct that does not meet work standards or expectations.”

Guiding Principles



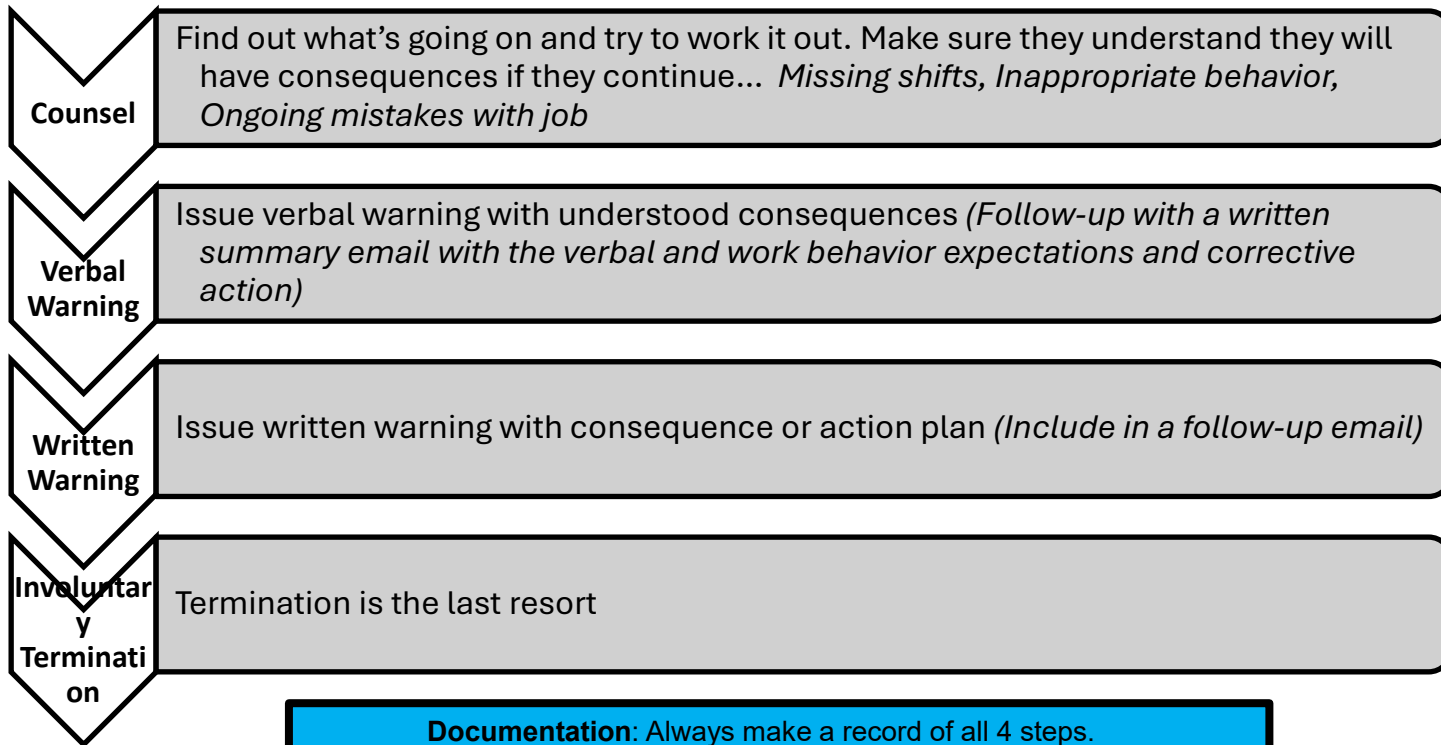
Student Employment: Discipline and Discharge Process

What are the Discipline and Termination Steps?

You should counsel the student first, explain that they agreed to the hours/terms of the student position and now cannot seem to commit to their obligation. Has something happened that is preventing them from working their agreed upon hours/duties? Is there something else going on that maybe the Dean of Students' [CARE team](#) should be made aware of?

1. **Counsel/talk to the student** to find out what's going on and try to work it out. Make sure they understand they will have consequences if they continue... *Missing shifts, Inappropriate behavior, Ongoing mistakes with job*
2. **Verbal warning** with understood consequences (*Follow-up with a written summary email with the verbal and work behavior expectations and corrective action*)
3. **Written warning** with consequence or action plan (*Include in a follow-up email*)
4. **Termination** is the last resort

Steps of Progressive Discipline



Summary



Remember that we are mentors and educators!

Give appropriate time and space for learning, while also holding students accountable for tasks and behaviors related to their job description and department expectations.

Career Center Information



(940) 565-2105



career.center@unt.edu



<https://careercenter.unt.edu>



Sage Hall, Suite 202



Monday - Friday | 8:00 am - 5:00 pm

Questions?

Follow Us

@UNTCAREERCENTER



For Your Reference

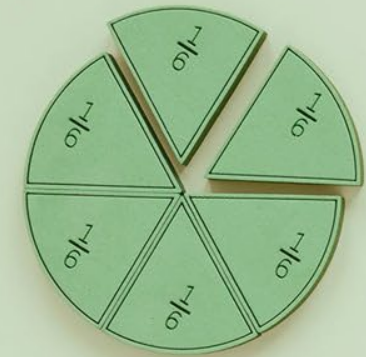
Contact: [Student Employment Team](#)
UNT Career Center, Sage 202
Student.Employment@unt.edu

Staff – Human Resources

- [Staff Employee Discipline and Discharge](#) – Overview Page
- [Staff Employee Discipline and Discharge](#) – Policy

Student Workers – Student Employment

- [Discipline and Termination](#) – Student Employment Guidelines
- [Student Employment Policy](#) – Human Resources
- [Student Employment FAQ](#) – Frequently Asked Questions



Q & A



Thanks !

Do you have any questions?

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