Resolution
#18 1968-1969

TO: PRESIDENT ALBERT W. BROWN
FROM: THE FACULTY SENATE
Meeting on April 28, 1969

RE: I. Formal resolution (Act of Determination)
    II. Recommendation (Urging the fitness of)
    III. Other (Notice, Request, Report, etc.)

SUBJECT: Graduate Assistants.

Dr. Bobear moved, seconded by Dr. Burelbach, to accept the "Position Guide on Graduate Assistants" as presented.

Motion carried.

Signed Elmer Hefley
Date: 5/12/69
(for the Senate)

TO: THE FACULTY SENATE
FROM: PRESIDENT ALBERT W. BROWN

RE: DECISION AND ACTION TAKEN ON FORMAL RESOLUTION

a. Accepted. Effective Date____________________

b. Deferred for discussion with the Faculty Senate on____________________

c. Unacceptable for the reasons contained in the attached explanation

II, III.

a. Received and acknowledged

b. Comment:

DISTRIBUTION: Vice-Presidents:____________________

Others as identified:

Distribution Date:____________________

Signed:____________________
President of the College

Date Received by the Senate:____________________
POSITION GUIDE ON GRADUATE ASSISTANTS

I. Graduate Assistant

A graduate assistant is any student who has been admitted to degree candidacy and who is receiving remuneration for services performed within the college, usually within the department of his field of interest.

II. Responsibilities of the Graduate Assistant

The responsibilities of a graduate assistant within the department may be in an instructional, research, or administrative capacity. Or the responsibilities may be in the areas outside the sponsoring department, such as the computing center, library, instructional resources, or student personnel services.

III. Purposes of the Graduate Assistantship

The purpose of the graduate assistantship in addition to financial aid for the student and assistance to the college or department should be to provide the assistant with training that is relevant to his future goals.

IV. The Graduate Assistant - Instructional

The graduate assistant may participate in instruction. Instruction is here intended to include lecturing or other teaching which may be in a classroom or laboratory situation. Following are guidelines for graduate assistants participating in the instructional function.

1. The assistant should not be given the course responsibility that would be expected of a fully qualified staff member, but he should have supervision and training by appropriate members of the departmental staff.

2. The courses in which graduate assistants participate should usually be at the freshman level. Participation in higher level courses may be justifiable when the assistant has exceptional ability and background.

3. The course in which the graduate assistant participates should be within his subject matter area.
4. The graduate assistant may be assigned to assist with materials preparation and some of the mechanics of operation of the heavily enrolled courses.

3. The graduate assistant may instruct in laboratories under the supervision of the course instructor. Preparation of materials and equipment may also be part of the assistants' responsibilities.

6. Normally a graduate assistant in the first term of his graduate work should not be assigned an instructional function, although exceptions may be justifiable with more mature students and/or those with teaching experience.

7. The graduate assistant should have the freedom to accept or not accept an assistantship involving instruction.

8. Exception to graduate assistants having full responsibility for a course exists in courses in which academic credit is not given. Some activity courses and recreation programs in which supervision or instruction of large numbers of students is necessary are in this category.

V. The Graduate Assistant - Other than Instructional

1. The graduate assistant may function in research work or programs sponsored by the department or departments or by a staff member or team of staff members.

2. The graduate assistant may assist within the department by being assigned to one or more staff members for work as closely related to his interest as possible. Such an assignment could be in the preparation of permanent collections in the sciences, or greenhouse care, or preparation of bibliographies, video-tapes, weekly bulletins, etc.

3. The graduate assistant may be involved in administrative duties in some areas, but an effort should be made for the experience to be of value to the student and for the work not to be clerical or secretarial in nature.

4. The graduate assistant may be assigned to one of the service areas of the college such as the library, computing center, instructional resources. The students selected for these assistantships should be selected for the relevance of this experience with their goals and with their academic work within the sponsoring department.
5. **Student Affairs Assistantships**: The graduate assistant may function as a resident dormitory assistant. Some of these assistantships will be open to graduate students in all disciplines, but they may not be held in conjunction with other assistantships. These assistantships shall be appointed from the Office of Student Affairs upon recommendation of the department within which the student is a degree candidate.

**VI. General Policy**

1. **Criteria for granting assistantships** is normally a departmental matter.

2. **Graduate assistants enrolled in the maximum number of hours of graduate work permitted by departmental policy shall be considered full-time students.**

*Senate Graduate Policies Committee*

*April 21, 1969*