



## **School of Graduate Studies and Research**

# **GRADUATE ASSISTANT HANDBOOK**

The Graduate Assistant Handbook is for information purposes only. It is not intended to serve as a substitution for the IUP Graduate Catalog <https://www.iup.edu/gradcatalog> or Departmental Degree Program Handbooks which can be obtained from department offices or program websites.

(AY 2022 – 2023)

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## Letters of Appointment

It is the responsibility of the School of Graduate Studies and Research (SGSR) to notify the graduate student of the GA appointment by way of a letter of appointment. This communication is made through IUP email as the official form of communication. Included with the letter of appointment to the graduate student is the Graduate Assistantship Agreement. Graduate students should review their Graduate Assistantship Agreement carefully noting specific terms and conditions of the appointment. The student must sign the Agreement and return it electronically via email to the SGSR to indicate acceptance of the appointment, within the specified deadline. Failure to sign and return the Agreement by the specified deadline may result in revocation of the Graduate Assistant appointment.

## Performance Reviews

Each department program is responsible for determining the procedures for the review and evaluation of Graduate Assistants and for

vary slightly. Under no circumstances should a GA be working more hours per week than the number of hours in their Agreement (20, 10 or 8 hours per week).

GA Agreements begin the first day of classes for the semester and end on the last day of classes for the semester. Graduate Assistants are **not** to work over holidays, breaks or during the University's days of final exams.

## Graduate Assistantship Duties

*All responsibilities and tasks of a Graduate Assistant are carried out under the supervision and direction of an approved University faculty or staff member.*

- Supporting and assisting faculty in their course related activities.
- Assist assigned faculty member with research, sponsored programs, or other scholarship.
- Assist faculty and departments in academic, professional, or service functions.
- Assist with supervising laboratories, studios, or other university facilities.
- Assist with special projects for an academic department, faculty, or staff member.
- Assist with high-level office duties including preparation of PowerPoint presentations, data entry, and data analysis.
- Provide service or support functions to academic or non-academic departments and offices.

**\*Note:** *CBA Article 7.8 C 1 &2:* Graduate Assistants may be assigned to regular faculty members to assist in research, instruction, and other professional duties. At no time shall graduate assistants instruct lectures or laboratories unless the faculty member assigned to teach the course is present in the classroom or laboratory.

**\* Note:** No more than 10% of time spent on duties can be clerical work including but not limited to typing/processing/transferring information or documents into final form; greeting visitors and directing individuals to office locations; screening/routing telephone calls; preparing labels; sorting mail; folding letters/stuffing envelopes.

**\* Note:** To avoid bargaining unit conflicts, Graduate Assistants can assist with projects, but cannot lead them.

## Graduate Assistant Employment Policies

*A Graduate Assistant is a graduate student in good academic standing who, during their academic preparation, is employed in a student position as a graduate assistant at IUP.*

### Background Checks

Three types of background checks are required under Pennsylvania law and are mandatory:

1. **Criminal History Record Check** – From the Pennsylvania State Police indicating that the individual has not been convicted of any reportable offense.

## 2. Child Abuse Clearance

spring award, but there is no stipend money during summer. Stipends are disbursed to graduate assistants through IUP Payroll Services in biweekly paychecks in accordance with the GA Payroll Calendar, located on the

School of Graduate Studies and Research. Appointment renewals are at the discretion of the department's degree program coordinator and determined by the process established within each department for renewal. The University/SGSR cannot promise and there can be no expectancy that a graduate assistantship will be continued after the designated term unless a multi-year agreement has been arranged for the student by their program coordinator.

## **Conflict Resolution**

A GA who experiences problems related to work or workload should address the problems without delay by bringing the matter to the attention of first, their supervisor; second, their program coordinator; and third, the SGSR Dean or Dean's designee may be consulted at any point in this process should the student deem appropriate. The SGSR Dean or Dean's designee has the ultimate authority to mediate and/or resolve conflict.

## **Financial Aid**

Questions regarding graduate assistantship and financial aid should be directed to the IUP Financial Aid Office. Please see: <https://iup.edu/financialaid/>

## **Hiring Process**

Questions about the hiring/onboarding process should be directed to IUP Human Resources. Please see: <https://iup.edu/humanresources/>

## **International Students**

Questions about international students and graduate assistantships should be directed to the IUP Office of International Education. Please see <https://iup.edu/international/>

## **Student Payroll Procedures**

Questions about student payroll procedures should be directed to the IUP Student Payroll Office. Please see: <https://iup.edu/payroll/>

## **Tuition Account**

Questions about your tuition account should be directed to the IUP Student Billing Office. Please see: [www.iup.edu/student-billing/](http://www.iup.edu/student-billing/)