

Resource Guide for Hiring Graduate Assistants

The following information outlines new procedures for hiring graduate assistants. Recent changes have been made by the Graduate School and Human Resources to consolidate procedures for your convenience. For all questions regarding graduate assistants, please contact the Graduate School's Program Coordinator.

Funding and Planning

Academic departments with graduate programs may receive institutional funds annually for graduate assistantships from the Graduate School. Allocations are determined by the Graduate Dean and funded departments will receive notification yearly from the Graduate School. Note that GA budgets operate concurrent with the fiscal year - non-grant GA budgets start over beginning July 1st. Work completed by a GA after June 30th is paid from the new fiscal year GA budget.

Offices and departments not funded by the Graduate School may hire GAs using various funding sources such as grants, gifts, contracts, community service agencies or department/division funds.

Departments who exhaust all GA funding allocated by the Graduate School may continue to hire GAs using other funding sources. It is important to accurately identify the funding source on each hiring document based on your GA budget status or projected hiring plan.

Note: Graduate Teaching Assistants working during the summer will be covered by the university under summer instructional costs as long as the appointment directly supports a summer course.

Once funding is in place, you may utilize the options below for filling GA positions.

1. Graduate programs often make internal arrangements to select GAs from their own student population. Slate is able to capture and report student interest in becoming a GA during the application process. Let us know if you would like to include this question on your program's application.
2. Departments may advertise open GA positions on the UCA Human Resources careers website

at this time. During the selection process it is important to be mindful of GA eligibility requirements.

Eligibility Requirements

The Graduate School carefully reviews eligibility for each prospective GA and

Hiring Proposal (People Admin) – hiring proposals through [People Admin](#) (Live Site) should be used in the following scenarios:

1. The student you intend to hire is a first-time GA. All hiring proposals must have a corresponding posting. If you used a posting to advertise the position, this step is complete. If you did not advertise, you will need to submit a posting prior to the proposal so the student can officially apply for the position. Making a posting “private” gives access only to the specified applicant – the posting will not appear on the HR careers website.
2. You used a People Admin posting to advertise your position, regardless of the hiring status of the student. If you begin the hiring process in People Admin, you must complete the hiring process in People Admin.

Personnel Action Form (PAF – DocuSign) – Use a [PAF](#) through DocuSign when the student has been hired before, most likely for GA reappointments. If a student has previously worked as a student worker on campus, HR requires that you hire the student using the People Admin system rather than a PAF.

Note: PAFs are also used to revise current appointments. If a new GA was hired through People Admin, salary or appointment date revisions can now be made with a revised PAF. Tuition scholarship revisions may be made on a revised PAF if there is also a hiring revision included (dates/salary, etc.). For changes related only to the tuition scholarship, after the original hiring document has been finalized, use the [Scholarship Modification Form](#) on the Graduate School’s Forms webpage instead of a revised PAF.

Conditions of Reappointment

Graduate assistants who are performing satisfactorily in their studies and duties are eligible for annual reappointments. A GA re-hired by the same department, although the student may be hired as a different type of GA or will be supervised by a different person, is considered a reappointment. Academic and professional performance and progress are measured by the following criteria:

1. 3.0 cumulative and major GPA
2. Report of the academic advisor
3. Length of time holding the assistantship
4. Length of time in the degree program

Typically, the maximum number of years that a graduate student may hold an assistantship is two years while pursuing a Master’s degree and four years in a Doctoral program. For a student pursuing the Master’s and Doctoral degree in the same major field, eligibility for funding is for not more than five years.

If the department has a rotational plan for assistantships, graduate assistants may not necessarily be reappointed. It is important that the student is notified of this at the time of the original appointment.

All reappointments require an evaluation form to accompany the hiring document. Many students are re-hired by the same department multiples times within an academic year. As long as the evaluation is current within one calendar year, the same document may be attached to multiple hiring documents.

You may use the sample [Graduate Assistant Evaluation Form](#) located on the Graduate School's Forms webpage (also attached) to evaluate a GA who is eligible for re-hire, or you may use your own document. If using your own evaluation document, ensure that it includes a comprehensive assessment of the duties and responsibilities assigned to the GA. The purpose of the evaluation is to inform the growth of the graduate student – to pause, reflect, and support development as a graduate assistant. Evaluation forms should always be reviewed with the GA.

Note: A recommendation letter in place of the evaluation form is acceptable as long as the content thoroughly describes the GA's performance related to specific duties and responsibilities assigned and is reviewed with the GA. An example of a good evaluation letter is attached.

Appointing Graduate Assistants

Appointments of graduate assistants will be made by the Dean of the Graduate School upon the recommendation of the department or program. Once the hiring document is received by the Graduate School for eligibility review

provide verification documents when they arrive to campus on their first day (August 10th), the deadline to complete verification of the I-9 will have passed since the official start date was listed on the hiring document as August 1st.

Please make every effort to collect the I-9 documents from the GA in person prior to or on the first day of employment as listed on the hiring document. In the rare instance that this is not possible, contact HR to discuss alternate arrangements.

Tuition Scholarships

Graduate assistants may receive a tuition scholarship in addition to a salary. A limited number of departments are authorized to award tuition scholarships funded by the Graduate School. Departments and offices that do not receive Graduate School funds for scholarships may use departmental funds or grants for these awards. If you will be awarding a tuition scholarship, specify the total scholarship amount and also the maximum for each individual term on the

searches, field work, laboratory experiences, and/or preparation of research proposals and grants so as to gain professional skills in research/creative endeavors that complement the student's graduate education. Close supervision by a faculty mentor is essential to the student's development as a researcher and scholar.

Graduate Assistants Residential (GA-R): GA-Rs are graduate assistants that work with UCA's Housing and Residence Life. GA-Rs directly oversee their own facility or program, enhancing their development within the College Student Personnel Administration Master's Program.

Administrative Graduate Assistants (GAA): GAAs perform other duties that are not primarily teaching or research. These *may* include clinical or administrative responsibilities which are inherently related to the student's education and career objectives.

Note: This category is not listed as exempt in the Fair Labor Standards Act. See special hiring instructions below.

GA Salaries

GA Type	Salary Period		Total Earned (minimum)
	Beginning Date	Ending Date	2023-2024
GTA	Aug. 1 st or 16 th	May 15 th	\$8,600
GRA	Aug. 1 st or 16 th	May 15 th	\$8,600
GA-R	Aug 1 st or 16 th	May 15 th	\$8,600
GAA			

1. On the posting, enter the full year appointment dates so the applicant understands the expectations of the work schedule.
2. On the proposal, manually change the appointment dates that carry over from the posting to reflect the first appointment: Aug 1st or 16th – Dec 15th. You must also change the salary to reflect the number of pay periods in the first appointment. In the

Frequently Asked Questions

Q1. Can a GA work more than 20 hours per week?

A1. In general, the maximum number of hours a GA can work per week is 20 hours. This is considered a normal assignment for a GA on a full assistantship. However, a GA may be approved for additional hours of work at the discretion and approval of the Graduate Dean. Overload requests can be made by emailing the Graduate Dean.

Q2. If a department receives GA funding from the Graduate School can those funds be used for tuition scholarships, if desired?

A2. It depends on whether the department is authorized to award scholarships funded by the Graduate School. Departments with GA funding from the Graduate School

Quick Guide for Hiring Graduate Assistants

Once you have selected a candidate:

Graduate

Attends to detail in work				
Asks questions when necessary				
Asks for assistance when needed				
Works efficiently to accomplish tasks				
Complies with all University and Department policies and procedures				
<i>Teaching (if applicable)</i>				
Designs syllabi, coursework, and supplies according to department course guidelines				
Prepares for classes ahead of time				
Follows syllabus for all coursework and assessment throughout the term				
Familiar with and utilizes structural technology effectively in the classroom				
Grades work and posts grades by the next class period				

Correctly performs data collection and field work				
Completes data entry in a timely fashion				
Is conscientious in the research work				
Prepares research proposals well				
Writes grant proposals correctly				
Collaborates with supervisors on projects effectively				

Areas of Strength

Areas for Growth

Evaluation completed and discussed with student on _____

GA's Signature

Supervisor's Signature

