

Graduate Assistant Handbook

The Graduate School
Southern Illinois University Edwardsville

Revised April 2019

INTRODUCTION

Congratulations on being appointed as a Graduate Assistant at Southern Illinois University Edwardsville. This handbook explains the benefits and responsibilities that all graduate assistants share. It also offers information that will be useful as you carry out your duties.

The Graduate School is responsible for helping to assure you understand and comply with the terms and conditions of your appointment. We are available to answer your questions regarding your tuition waiver, course load, stipend, and other aspects of your assistantship.

Your hiring unit will tell you who is responsible for supervising your assistantship activities and will provide you with specific training or guidance in performing your duties.

Please feel free to contact the Graduate School for any information about your assistantship appointment at any of the following.

2215 Rendleman Hall
Campus Box 1046
618-650-3010
www.siu.edu/graduate-students

Jerry B. Weinberg, Dean

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I. APPOINTMENTS

Eligibility

Students must be admitted to a graduate degree program and be enrolled in classified graduate status in order to hold an assistantship. Students must maintain a cumulative 3.0 grade point average (3.25 for specialist degree programs) during the assistantship and meet the minimum class load requirements listed under Enrollment and Class Load Requirements in this document. If a student has an extended contract (lasting more than one term), their eligibility will be reassessed at the beginning of each term.

Students in classification pending status may hold appointments for one academic term while completing their admission requirements. They may continue to serve as graduate assistants beyond their first term only if they are admitted as classified graduate students. Consult the Graduate Catalog at www.siu.edu/academics/catalogs/graduate/index.shtml for policies associated with classification pending admission status.

Undergraduate students are allowed to hold appointments only with permission of the Dean of the Graduate School. This permission may be granted only in exceptional circumstances such as to a qualified student in an approved combined baccalaureate and graduate program when they are within two academic terms (a maximum of 24 semester hours) of receiving a baccalaureate degree.

See [Policy 4A3](#) for more information on graduate assistant eligibility.

Basis of Appointments

Your hiring unit has checked either Academic or Fiscal Basis on your Assistantship Appointment contract under the "2. Period of Appointment" section.

Most graduate assistants are appointed on an Academic Basis for a 9-month academic year or for a specific semester or term within the academic year. Contracts shorter than the duration required to earn a tuition waiver (12 weeks in the fall/spring, 8 weeks in the summer) are not allowed unless they are an extension of a current contract or the hiring unit has obtained permission from the graduate school.

A Fiscal Basis appointment allows a hiring unit to offer a student a contract for an entire calendar year or for a part of a calendar year.

Duration of Appointment

Your current assistantship appointment does not automatically entitle you to additional contract terms.

If your appointment is supported by an externally-sponsored project, the appointment can remain in force only as long as there are sufficient funds in the grant's account.

Categories of Assistantships

There are different types of graduate assistantships. The categories are as follows.

- General Assistant - renders general service to an academic or administrative unit.
- Research Assistant - performs scholarly activities, such as conducting experiments; organizing or analyzing data; presenting findings; collaborating with others in preparing publications or productions; and conducting institutional research for an academic or administrative unit.

- Teaching Assistant - performs instructional duties, such as providing or coordinating classroom instruction, including lab or discussion sessions; tutoring students; grading tests and assignments; developing instructional materials; providing artistic instruction; accompanying/coaching musical or vocal performances; and proctoring exams.

Work Load

Graduate assistants with a 50 percent appointment work 20 clock hours per week on average. Graduate assistants may hold a concurrent position elsewhere as long as the total average number of hours worked is within 20 hours. See [Policy 4A3](#) for guidance on concurrently holding a student worker position.

Teaching assistants' hours include preparation and grading as well as time spent in the classroom.

To be eligible for a tuition waiver, the contract must be for an assignment of at least 25 percent. The maximum assignment is 50 percent.

Graduate assistants typically should work in no more than 4-hour blocks of time. Supervisors of graduate assistants who work a full day similar to other university employees should use the Human Resources policies regarding meals and breaks.

Stipends

Salary Table Until 06-30-2019

	Minimum 1st Year		Minimum 2nd Year		Maximum	
	Full-Time Semi-Monthly Salary Base (Dept. use only)	Semi-Monthly Stipend Amount	Full-Time Semi-Monthly Salary Base (Dept. use only)	Semi-Monthly Stipend Amount	Full-Time Semi-Monthly Salary Base (Dept. use only)	Semi-Monthly Stipend Amount
25%	\$1190	\$297.50	\$1244	\$311	\$3328	\$1664
37.5%	\$994	\$372.75	\$1097.50	\$411.56	\$3328	\$1664
50%	\$896	\$448	\$951	\$475.50	\$3328	\$1664

Salary Table As of 07-01-2019 (with 2% Increase)

	Minimum 1st Year		Minimum 2nd Year		Maximum	
	Full-Time Semi-Monthly Salary Base (Dept. use only)	Semi-Monthly Stipend Amount	Full-Time Semi-Monthly Salary Base (Dept. use only)	Semi-Monthly Stipend Amount	Full-Time Semi-Monthly Salary Base (Dept. use only)	Semi-Monthly Stipend Amount
25%	\$1213.80	\$303.45	\$1268.88	\$317.22	\$3394.56	\$848.64
37.5%	\$1013.88	\$380.21	\$1119.45	\$419.79	\$3394.56	\$1272.96
50%	\$913.92	\$456.96	\$970.02	\$485.01	\$3394.56	\$1697.28

Please reference [Guidelines for Graduate Assistantships and Regulatory Policies - 4A3](#) for the definitions of a 1st year and 2nd year graduate assistant.

Paychecks/Direct Deposit

Graduate Assistants are paid semi-monthly, on the 16th and the last day of the month. Your initial paycheck will come through the mail regardless of whether or not you have signed up for direct deposit. All graduate assistants are required to enter their own direct deposit information via cougarNET. This should be done as soon as possible once the contract is processed.

II. TERMS AND CONDITIONS

Contract Responsibilities

- Students must not begin working until after the contract and all hiring documents are completed and signed.
- Students should not continue working after the ending date of their contract.
- Working outside of the dates of the contract is considered volunteered time and the University has no obligation to provide compensation for it.

Time Keeping

Graduate assistants are required to log their time worked to the nearest quarter hour on the [Graduate Assistant Time Sheet](#), which can be found under Graduate Assistant Forms in the table at <http://www.siu.edu/graduate/graduate-assistantship-forms.shtml>.

The form must be completed every month, signed by the supervisor, and turned into the hiring unit. For questions regarding the specific process in your unit, ask your unit. To complete the form, read the first worksheet, "Instructions."

Working with Minors

All graduate assistants working with or around minors must submit to a background check. Final hiring is contingent on the outcome of the background check.

Release of Information

As an applicant for or the recipient of a tuition or fee waiver award from Southern Illinois University, all graduate assistants must acknowledge that they understand that the University has the legal authority to release their name and address, the name of their former high school or college, the name of their award, and the award amount. This release is valid for the period of time the tuition waiver is in effect.

Language Requirement

All students who are selected for teaching assistantships must attach to the Assistantship Appointment the "Certification of Oral English Proficiency" form, which is available online at <http://www.siu.edu/humanresources/forms/> under "Employment".

Honoring the Assistantship Contract

By accepting the University's offer of financial support, you have completed an agreement that you, as well as the Graduate School and the unit that hired you, are obliged to honor. If you choose to resign from your graduate assistantship appointment prior to the completion of the academic term, you will forfeit the tuition waiver, be liable for full payment of tuition, and will not be eligible for appointment in another unit at the university until the beginning of a new term. Exceptions to this condition may be granted upon recommendation from the original hiring unit and approval by the Dean of the Graduate School. See the section below on tuition waivers for more details.

Position Description/Job Duties

Please read the job description/job duties section of the Assistantship Appointment Form carefully and discuss anything that isn't clear with your supervisor before signing. It is also acceptable for your supervisor to assign tasks that are not specifically listed on the contract, as long as they relate to your position and are not considered unethical.

Abiding by University Policies

You are expected to behave professionally and ethically during the length of your assistantship. Please feel free to contact the graduate school with questions pertaining to ethical issues. In addition, you may send an anonymous letter to Campus Box 1046 if there is a situation you feel uncomfortable with. However, please keep in mind that not knowing your identity may make it difficult for the graduate school to take action.

You are expected to comply with university policies and procedures and represent SIUE creditably on all occasions. These policies include but are not limited to:

- [Non-Discrimination and Non-Harassment Policy – 2C7 and 3C6](#)
- [Sexual Assault, Sexual Misconduct and Relationship Violence Policy & Procedures – 2C13 and 3C14](#)
- [Plagiarism – 1I6](#)
- [Conflicts of Interest and Commitment – 1Q9](#)
- [University Policy Concerning Intellectual Property – 1L15](#)
- [Procedures Governing Student Employment Grievances and Appeals - 4B5](#)
- [Policy on Academic Integrity in Scholarship and Research – 1Q5](#)

A more comprehensive list of the University's policies and procedures can be found at <http://www.siu.edu/policies/toc.shtml>.

Several of the policies relevant to graduate students can be found at <http://www.siu.edu/graduate-students/index.shtml>.

Graduate Assistants Engaged in Research

Graduate assistants engaged in research must comply with all legal and ethical policies on research, including those governing use and care of animals, recombinant DNA, biosafety, and human subjects.

Any student conducting research involving the use of human subjects or animals must complete online CITI training and certification even if they are not being paid through a grant. All students participating in research

and being paid through grants must complete online CITI responsible conduct in research (RCR) training and certification. All students paid through Public Health Service grants must complete additional RCR training according to University policy.

For more information on RCR compliance, see the Graduate School [RCR pages](#).

Sexual Harassment Policy

Southern Illinois University Edwardsville does not tolerate sexual harassment of students by faculty, staff members, or other students.

Students should file complaints of sexual harassment with the Office of Equal Opportunity, Access and Title IX Coordination (formerly the Office of Institutional Compliance, OIC), Rendleman Hall, Room 3202 (<http://www.siu.edu/ea/>).

See University Policy 2C5 for guidance on what constitutes harassment and formal and informal complaint procedures (<http://www.siu.edu/policies/2c5.shtml>).

Professional Misconduct

Graduate Assistants are expected to act in a professional manner at all times. Holding a graduate assistantship is a privilege and students are expected to demonstrate honesty and integrity during their appointment. The Graduate School will work with the Vice Chancellor for Student Affairs to manage any violations of the Student Code of Conduct.

Graduate Assistants who violate the Student Code of Conduct or act in an unprofessional manner during their assistantship may be terminated from their contract and/or deemed ineligible to receive future assistantship positions.

Graduate Assistants must abide by all conditions listed in the contract. By signing the contract, the student indicates that he/she will be the person performing the work and receiving pay for that work; the student will work the dates listed in the contract; the student will work the appropriate number of hours listed in the contract; and the student will contact the supervisor immediately if he/she is unable to meet the obligations of the contract.

Certain acts of misconduct may result in a termination from the contract including but not limited to:

- Committing fraud – indicating that you are working but are not
- Direct threat of violence (statement or gesture)
- Sexual Assault or Sexual Harassment
- Possession or use of weapons, dangerous substances, or controlled substances on campus or incapacitation due to drug use
- Manufacture or sale or delivery of controlled substances
- Hazing
- Tampering with fire safety equipment or destruction of property
- Multiple violations of the Student Code of Conduct
- A felony criminal charge with a nexus to campus

A student who receives an Interim Separation by Student Affairs will automatically be terminated from their contract. Contracts may be reinstated after the investigation by Student Affairs is complete and the student is permitted to continue their program.

Drug-free Workplace Guidelines

All graduate assistants must comply with the Drug-Free Workplace Policies that are online at http://www.siue.edu/humanresources/employment/workplace_drug_testing.shtml

Retention

In order to maintain your assistantship, you must make satisfactory progress toward the completion of your degree. The Graduate School will periodically review your academic record for the following.

- **Grade point average** - If your GPA falls below the required minimum (3.0 for retention in Graduate School; 3.25 for Specialist degree students), the Graduate School may terminate your appointment. Retention is based on cumulative GPA.
- **Satisfactory Progress** - You are expected to make satisfactory progress toward completing your degree. If you accumulate excessive hours of Incomplete or Deferred grades, you will not be eligible for future terms as a graduate assistant. You may not delay completion of your degree in order to prolong an assistantship appointment.

Term Limitation for Assistantships

Qualified students may hold an assistantship for no more than a total of seven academic terms per degree to a maximum of 14 terms total. The Graduate Dean may grant an exception to this policy for students who pursue degrees that require more than 45 semester hours for completion. An academic term is defined as fall, spring or summer semester.

Enrollment and Course Load Requirements

See Graduate Student Course Loads Policy – 1L1 for current information on course load requirements for assistants (<http://www.siue.edu/policies/1l1.shtml>).

Undergraduate courses, courses listed as “Not for Graduate Credit,” UNIV 500, and courses taken for AUDIT do not count toward satisfying the minimum course load. Enrollment in such courses must be authorized if it will cause a student’s class load to exceed the maximum.

For students enrolled in a cooperative Ph.D. program, courses at both SIUE and SIUC will count toward the minimum and maximum requirements.

If a graduate assistant withdraws from the University, his or her assistantship appointment is terminated immediately, along with the related tuition waiver. The individual may be responsible for repaying tuition previously waived. Exceptions to this condition may be granted upon recommendation from the original hiring unit and approval by the Dean of the Graduate School.

Please make every effort to complete the courses you sign up for. Excessive withdrawals may affect your eligibility for a future Earned Summer Tuition Waiver or graduate assistantship.

Overload/Underload

Requests to enroll in fewer or more than the required number of credit hours must be based on academic program needs and not on assistantship appointment requirements. Requests must be submitted before the second week of the academic term.

Graduate assistants who want to carry an overload (more than 12 hours in the fall/spring/more than 9 hours in the summer) or an underload (less than 6 hours in the fall/spring, less than 3 in the summer) during any semester must complete the Overload/Underload section of the “Graduate School Tuition Waiver Adjustment Form”. The form is accessible online at <http://www.siu.edu/graduate/graduate-assistantship-forms.shtml> under Student Forms. After the Major Advisor and Graduate Program Director sign the form, it is submitted to the Graduate School for consideration.

Tuition Waivers

As a graduate assistant, you are entitled to a waiver of tuition subject to the terms and conditions described in this handbook. You are, however, responsible for paying student fees ([Need help calculating your fees? Check out the Tuition and Fees Estimator](#)). In order to avoid tuition payment late fees, contracts must be received by the graduate school office at least 3 weeks before a term begins. Waivers are processed by the Graduate School and entered into your university financial records.

You are eligible for a tuition waiver if you hold a valid assistantship appointment for a minimum of 12 weeks of a fall or spring semester or 8 weeks of a summer term.

You are not eligible for a tuition waiver if your appointment is:

- less than 12 weeks of a fall or spring semester or 8 weeks of a summer term or
- terminated before the end of 12 weeks of a fall or spring semester or 8 weeks of a summer term

You will forfeit your tuition waiver and become liable for the full amount due if you withdraw from classes after the first two weeks of the term.

Graduate assistants over the summer term must be enrolled in classes for at least 8 weeks of the summer regardless of when their contract starts or ends to earn a tuition waiver.

Taxation of General Assistant’s Tuition Waivers

In compliance with Internal Revenue Code (IRC) §127, tuition waivers amounting to \$5,250 per calendar year (January to December) are excluded from taxable income. This applies only to general assistants, not those classified as research or teaching. If the amount of the tuition waiver exceeds \$5,250, the excess is deemed income under the IRC and taxed accordingly.

- If you have a tuition waiver total in any calendar year that is less than \$5,250, the university is not required to report taxable income from the waivers.
- If you have a tuition waiver total in any calendar year that is more than \$5,250, the university is required to report taxable income for the amount that exceeds \$5,250.

IRC §117 allows an exemption of waivers for individuals conducting teaching or research activities. General assistants are not granted an exception.

For those students who will have a tax liability in any given semester, the liability is deducted from multiple pay periods. Questions regarding your taxable waiver amount or payroll taxes should be directed to Payroll within the Office of Human Resources at 618-650-2190.

Summer tuition waivers are taxed according to the same policy as tuition waivers linked to a contract.

Required Health Insurance

International students with graduate assistantships are required to purchase health insurance or to show evidence of current coverage. For more information on required insurance for international students, refer to Health Service's website at <http://www.siu.edu/healthservice/international.shtml>. Informational brochures for purchasing health insurance are also available in Health Services (Student Success Center, Room 0220).

Termination from Employment

The term graduate assistant refers to general assistants, teaching assistants and research assistants. Graduate assistants will have clear employment expectations set by their supervisor at the start of employment. These expectations should include but are not be limited to the scope and responsibilities of the position, the process for evaluation, the hours that the graduate assistant is scheduled to work, the absenteeism policy, and immediate causes for termination.

Immediate causes for termination include but are not limited to violations related to health, safety, and compliance. If a graduate assistant is terminated for an immediate cause, the supervisor and student should meet face-to-face, and the supervisor should formally document the reason for termination. At this point, the hiring unit will complete termination paperwork, and the tuition waiver will be rescinded.

In the event, that the graduate assistant is not meeting other expectations identified by the hiring unit, the following steps should be taken.

1. VERBAL WARNING

The supervisor and graduate assistant meet face-to-face, and the supervisor explains the performance concern in an informal performance counseling session. The graduate assistant has the opportunity to ask clarifying questions. Once the clarification occurs, the supervisor (1) sends the student an email or other written notification summarizing the conversation and (2) states that the next step if the issue is not resolved is a written warning.

2. WRITTEN WARNING

If the graduate assistant fails again to meet expectations, the supervisor will meet with the graduate assistant and formally note the performance concerns and the required solution, including if needed a deadline. At the end of this meeting, both the supervisor and the graduate assistant should sign the formal document and a copy should be given to (1) the graduate assistant and (2) the chair of the department. The supervisor retains the original. The next step following a written warning is termination.

3. TERMINATION

If after the written warning, the graduate assistant fails to meet the expectations of the job, he or she will be terminated from the position. Termination should occur through a face-to-face meeting. In any case, the process should be formally documented. At this point, the hiring unit will complete termination paperwork and the tuition waiver will be rescinded.

Causes justifying discharge include but are not limited to:

- A. recurring unauthorized and unexcused absences
- B. refusal to do work assigned or refusal to work properly assigned time period
- C. intentionally falsifying entry of hours worked on time records
- D. inability to perform tasks required by the nature of the position after completion of a reasonable training period

- E. violations of the University Student Conduct Code which occur in connection with student employment
- F. violation of the University policy concerning the Privacy Act in giving out confidential information, including but not limited to information from student records
- G. violations of research compliance policies, including but not limited to animal care and human subjects.

Student-What to do when you have a problem with your employer

Many times a problem starts or escalates because of poor communication. Ensure that you have the correct understanding of your responsibilities and your supervisor's expectations. One method to do so is to have face-to-face communication followed by a written summary.

When you are faced with a conflict with your supervisor, it is important to address the situation quickly instead of waiting until the relationship is beyond repair.

Students should begin at the most basic level – the direct supervisor. All attempts should be made to alleviate the conflict directly. Meet face to face with the supervisor to discuss your concerns instead of trying to communicate via email or telephone. Follow up with a written summary to ensure that you are both in agreement. If the situation is still not resolved, the student can seek assistance from the director/chair of the unit in which you are employed. This meeting should also take place face to face so that you can clearly explain your concerns and attempt to remedy the situation directly. Follow up the meeting with a written summary to ensure that you are both or all in agreement.

After exhausting all resources within the hiring unit, the student can contact the Director of Graduate Education in the Graduate School for assistance.

If a student chooses, he/she may file a formal grievance. For a grievance related to employment, see Policy 4B5 Procedures Governing Student Employment Grievances and Appeals outlined under the Student Employment Policies section at <http://www.siu.edu/policies/4b5.shtml>. Note the required timeline that must be followed.

III. BENEFITS AND SERVICES

Graduate assistants work the same schedule as other university personnel. When the University is open, a graduate assistant is expected to be available to work unless prior arrangements are made between the supervisor and graduate assistant.

Graduate assistants are entitled to the same official holidays as other University personnel and are excused from work responsibilities at other times when the University is officially closed. If a supervisor requires you to work when the University is closed, you should receive equivalent release time during your contract.

Sick and Bereavement Leave

Information on the eligibility of graduate assistants for vacation and sick leave can be found in the Guidelines for Graduate Assistantships and Regulatory Policies - 4A3 ([Policy 4a3](#)).

The monthly paid sick leave benefit is available at the start of each month and can accumulate through the contract period. For example, a 50% graduate assistant has 4 hours of paid sick leave available in the first month of the contract; if those hours are not used, the graduate assistant will have 8 h available in the second

month. Assistants are not paid for unused sick leave, and unused sick leave does not carry over to a new contract. Supervisors are responsible for approving/disapproving sick and bereavement leave use.

Except in the case of illness or injury, a graduate assistant is expected to notify their supervisor at least one week in advance of their absence. Unpaid leave may be available in circumstances requiring extended medical leave. If you have a situation where you think unpaid leave would be appropriate, please discuss it with your supervisor.

Lovejoy Library

Graduate assistants may check out books for faculty members if the faculty member completes a Proxy Borrower Authorization Form that is available at the Library Circulation Desk or on Lovejoy Library's website.

Audio Visual Services

Teaching assistants have the same user access to Audio Visual Services as faculty members. General assistants and research assistants have access to production services through their supervisors.

Earned Summer Tuition Waiver

If you have fully completed at least two consecutive graduate assistantship contracts and meet the graduate assistantship eligibility requirements (listed on page 4), you may apply once for an Earned Summer Tuition Waiver. Graduate Assistants who do not fulfill the terms of their contract are not eligible for the waiver. Please contact the Graduate School for more details.

These waivers:

- Do not require you to work.
- Are available only one time during your SIUE graduate career.
- Must be used during the summer term immediately following two consecutive semesters of service as a graduate assistant.
- Can be applied to up to 9 credit hours.
- Apply only to courses that count toward completion of your current degree program.

To apply:

- Complete the Earned Summer Tuition Waiver section of the "Graduate School Tuition Waiver Adjustment Form" which can be found at <http://www.siu.edu/graduate/graduate-assistantship-forms.shtml>.
- Obtain the required signatures.
- Submit the authorization form to the Graduate School for approval at least 2 weeks before classes begin.

After the Graduate School approves your waiver, it will be entered into your University financial records. Students are responsible for fees, as well as any late fees charged to their account due to outstanding fees.

Enrollment in UNIV 500 is not covered by the Earned Summer Tuition Waiver.

You are not entitled to a second Earned Summer Tuition Waiver, even if you serve for additional academic terms under a new appointment or begin a second degree.