

CALIFORNIA STATE UNIVERSITY, EAST BAY
Office of Academic Affairs
August 1, 1997
POLICY ON GRADUATE ASSISTANTS

This policy is intended to provide a guide to the policies relating to Graduate Assistants (GAs). This policy supersedes Policy Memo AA 76-4. Authority: Portions of this policy are based on CSU system policy, Coded Memorandum FSR 79-33, issued on June 25, 1979.

I. DEFINITIONS AND RESPONSIBILITIES

1. Under close supervision of a faculty member, GAs assist regular faculty of the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work.
2. The purpose of the assignment is (a) to provide graduate students part-time employment offering practical experience in fields related to their advanced study, and (b) to assist faculty in the direct instructional program.
3. Appointment as a GA does not confer any rights to permanent appointment to any person. The length of service of a GA does not alter the temporary nature of the appointment or confer additional rights upon her/him.
4. A full assistantship requires a maximum of twenty (20) hours per week of service. Graduate assistants may not work more than a total of 20 hours per week on the average, including all working capacities, e.g., Lecturer L, Lecturer A, or clerical/technical. Each department will establish workload norms for determination of the proper appointment fraction. Full-time GAs may not be appointed concurrently in other CSU classifications.
5. The responsibilities of a Graduate Assistant are to be determined by normal departmental procedures. Responsibilities, under the close supervision of a faculty member, may include:
 - a) assisting the faculty member in the instruction of students by conducting small discussion or recitation groups related to large lecture, televised, or distant learning courses;
 - b) supervising laboratory periods, workshops, production courses or other course activities, or assisting by handling equipment, performing demonstrations, etc.;
 - c) maintaining office hours for the purpose of providing direct individual contact between student and graduate assistant or otherwise clarifying course material or course content for students;
 - d) providing assistance to faculty engaged in authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research materials, assisting in the conduct of experiments, etc.;
 - e) providing general assistance to the faculty in the evaluation of student work and examinations, and in the preparation of course materials and aids;
 - f) performing other duties directly related to the instructional program which require knowledge and skills beyond those generally possessed by undergraduate assistants.
6. GAs are not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students, nor are they assigned responsibility for instructing the entire enrollment of a course, or for providing the entire instruction of a group of students enrolled in a course.

7. Departments are responsible for informing GAs of university and trustee policies which relate to their assignment and to assist the GA in the implementation of these policies.

II. APPOINTMENT

1. All appointments shall be based solely on ability and fitness for the position to be filled. For specific qualifications, see Section IV below.
2. School deans are authorized to issue appointment letters for GAs. FAFs should be forwarded to the Office of Academic Resources and Administration along with a copy of the appointment letter.
3. GAs may be appointed to the following position fractions only: 1.0 (20 hours), .75 (15 hours), .50 (10 hours), or .25 (5 hours). No other fractions are permitted.
4. Appointments to the position of GA may be made for a quarter. The length of the appointment shall be noted in the offer of appointment. The effective date of appointments of GAs must be the beginning of the quarter. Any adjustments must be made in workload rather than in the date of appointment. Exceptions include the necessity to replace a GA because of illness or resignation. For the effective date of the appointment, for the Fall Quarter the FAF should include "Beginning of Fall Quarter." For the effective date of separation for the Fall Quarter, the FAF should include "End of Fall Quarter."
5. All appointments of GAs are conditional upon budget and enrollment. Appointments are also based upon prior performance as a GA and progress toward the advanced degree. The length of the appointment shall be noted in the position offer.
6. The official offer to a GA shall also indicate that the appointment automatically expires at the end of the period stated and does not establish a right to subsequent appointments or any further appointment rights. No other notice shall be provided.

III. NOMINATION PROCEDURE

1. All nominations for appointment to a position of GA to perform any academic service under the auspices of California State University, Hayward shall be made only after a complete review of the qualifications of the individual and upon the recommendation of the appropriate department or unit.
2. Receipt of all applications for graduate assistantships shall be acknowledged.
3. Review of applications for graduate assistantships shall follow normal department appointment policies.
4. Graduate Assistantships shall be approved on the basis of applicants' qualifications and academic standing.
5. Access to application materials is limited to persons authorized access in the conduct of university business. Individual applicants shall not have access to these files.
6. Applications for GAs are to be treated with confidentiality. All deliberations on applications shall be conducted in executive session and remain confidential as provided by law.

IV. QUALIFICATIONS AND REMUNERATION

1. Initial appointment to the position of GA requires:
 - a) possession of a baccalaureate degree from a regionally accredited institution;
 - b) current enrollment in at least six (6) units of graduate study with at least conditional classified standing in the discipline (exceptions can be granted by the Dean of Graduate Programs);
 - c) significant progress towards the graduate degree during the period of employment;

- d) communication skills appropriate to responsibilities of the graduate assistantship;
 - e) evidence of subject matter competence;
 - f) other qualifications as necessary to perform assigned duties.
2. Credential students and unclassified students are ineligible for a graduate assistantship.
 3. In addition to the qualifications listed above, reappointment to a position of GA requires a pattern of significant progress in accomplishing graduate degree requirements. At a minimum, this means
 - a) that the applicant is earning a 3.0 grade point average or better during each quarter of appointment;
 - b) that the applicant is enrolled in, and completes, two (2) courses or six (6) units of equivalent graduate level work (see exception noted in IV.1.(b) above) toward the graduate degree including work toward the completion of the thesis/project each quarter (withdrawal from a course(s) after the fourth week does not constitute acceptable progress).
 4. All approved appointments are rechecked after the add/drop deadline to verify continued eligibility.
 5. The Dean of Graduate Programs is responsible for verifying the eligibility and compliance of all applicants.
 6. GAs are compensated according to the campus schedule for GA stipends as noted below. Departments are expected to inform GAs of the payment schedule during the hiring process. Initial appointment to a graduate assistantship is normally at Level 1 of the schedule. Reappointment of a GA shall be at the same or higher salary level as in the previous appointment at California State University, Hayward.

Fall Quarter	Check #1 at end of October Check #2 at end of November Check #3 at end of December
Winter Quarter	Check #1 at end of January Check#2 at end of February Check #3 at end of March
Spring Quarter	Check #1 at end of April Check #2 at end of May Check #3 at end of June
Summer Quarter	Check #1 at end of July Check #2 at end of August Check#3 at end of September

7. Official workdays for graduate assistants are the same as for faculty, and the attendance certification will be reflected in the same manner.

IV. EVALUATION

1. Departments shall prepare a written assessment of the performance of a GA at the end of each quarter. This evaluation shall be placed in the academic file of the GA.
2. Departments should provide GAs who have completed their degree an opportunity to assess their experience in this apprenticeship. As part of the assessment, the department chair should conduct an exit interview for each GA. The information obtained from these assessments should be used to evaluate the overall apprenticeship program in the department.

V. PRIVILEGES AND BENEFITS

Graduate Assistants are covered under State Workers Compensation.

VI. DISTRIBUTION

A copy of this policy shall be provided by the department to all Graduate Assistants at the time of their initial appointment.

Revised Payscale, Selected Nonrepresented Employees

Graduate Assistant (2355)

Range A or B (AY, semester campus or one semester)	\$800 – 883
Range C or D (AY, quarter campus or one quarter)	\$890 - 980

Teaching Associate - AY (2354)

Range 1/Master's Program	\$1,674 - 3,064
Range 2/Doctoral Program	\$1,981 - 3,862

Teaching Associate - 12 Month (2353)

Range 1/Master's Program	\$1,897 - 3,518
Range 2/Doctoral Program	\$2,265 - 4,445

Chief of Party, Overseas (2315) - Range 1	\$2,666 - 7,684
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