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## Graduate Assistant Supervisor Explainer

### Effective date Fall 2023

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#### Introduction

The award process for graduate assistantships has been modified for Fall 2023. The revisions reflect the varying level of complexity across assistantships and the need for hiring offices to have sufficient GA hours to perform needed work. Other changes ensure that all students have similar awards regardless of their academic program and that more students have access to tuition waivers. Note that students continuing in the same assistantship from 2022-23 will have the same award.

The main points of change are:

1. No waiver will be more than nine credits.
2. Assistantships will be full-time or half-time only.
3. Assistantships have been assigned tuition waivers depending on the level of position complexity. All regular-semester assistantships will carry a tuition waiver.
4. Full-time assistantships have stipends worth \$2625 per semester. Half-time assistantships have stipends worth \$1312.50 per semester. All hourly stipend rates will be \$10 an hour and cannot be changed by the supervisor (e.g., fewer hours for a higher hourly rate). Students are required to work all hours (e.g., 262.5 hours/semester for a full-time assistantship), and students not completing the required work hours will have their tuition waiver prorated.
5. Students may only hold one assistantship at a time (no stacking). Students may receive assistantship support for a maximum of four semesters and summers for one degree only.
6. Offices hiring GAs are not able to split them without special permission (e.g., turning a full-time assistantship into two half-time assistantships). Assistantships will be full-time or half-time only.
7. Summer assistantships will no longer carry a waiver beginning with summer 2024 but will get a stipend award.
8. The academic year 2023-24 is a transition year with students continuing in an assistantship from 2022-23 continuing under the 2022-23 policies. All students will follow the new policy beginning in Fall 2024. You must complete an Appointment Request Form for both returning and new students.

#### New model

##### **Fall 2023 new students, new to GA, or changing GA appointment (implemented for all in Fall 2024)**

Tuition waiver. The maximum waiver is 9 credits. Full-time assistantships beginning in Fall 2023 will be assigned 3, 6, or 9 credits in tuition waiver depending on the complexity of the job duties. Students do not need to register for the full credits of the award as long as they take at least

three credits (in other words, they must be actively registered to hold an assistantship). As always, students must have a 3.0 or higher GPA to win an assistantship, and must earn at least a 3.0 each semester to maintain it. Supervisors must submit an Appointment Request Form each year for returning students in the same assistantship.

Stipend. All full-time assistantships require 262.5 hours of paid work each semester, which averages to 17.5 hours per week. The stipend salary is \$10 per hour and cannot be changed by the supervisor.

Half-time GA. Assistantships are only full-time or half-time. Half-time assistantship waivers are half of the credits of the full-time waiver: 4.5, 3, or 1.5 credits.

No stacking. Students can only have one assistantship at a time. Half-time assistantships cannot be stacked to provide additional tuition waivers or stipend hours.

## Summer

Summer 2023 assistantships will be awarded as they were for Summer 2022. Students can get a waiver and stipend. University fund center 1924 can be used. It is unlikely that new assistantships will be approved for Summer 2023. Supervisors must request a Summer 2023 GA by emailing Mary Hennessey in the Office of the Provost, [mary.hennessey@sru.edu](mailto:mary.hennessey@sru.edu).

Summer 2024 and beyond. No waivers will be given for summer from University funds. Stipends will be awarded. Units with auxiliary/grant funds can use them to pay waivers as desired (using a fund center separate from 1924).

## New assistantship requests

New assistantship requests will be handled through the annual budget process, so there will be one opportunity a year to request one. Requests will be routed through units to the division vice president/chief and will be brought to Cabinet budget meetings in late spring. If the position is approved, Cabinet will also determine the tier for the position. Supervisors should prepare a position description and position justification to support the request.

## Handshake

The hiring process is handled through Handshake. Instructions for supervisors and students are available on the graduate assistantship webpage at <https://www.sru.edu/offices/academic-affairs/graduate-assistantships>.

## Supervisor FAQ

**How will students be notified of their award?**

Hiring supervisors should include information about their position in their discussions with applicants and during the post-interview hiring conversation. Position descriptions on Handshake will also include the compensation information, including tuition waiver and stipend.

After the supervisor submits the Appointment Request Form, the student will receive a contract to sign that will clarify the tuition waiver and the work expectation with a dollar value for the award.

**Do I have to complete a new Appointment Request Form if the same student is continuing?**

Yes, Appointment Request Forms must be completed at least annually for full-year appointments, and every semester if the appointment is for one semester only. There is a new question where you will indicate that the student is returning to the same assistantship.