



## EHE College-Funded Graduate Associate Positions

Graduate Associate (GA) positions funded by the College of Education and Human Ecology are intended to support the College's and University's mission in terms of teaching, research, and service.

Appointment decisions should be made with consideration of the best interests of both the program and the individual graduate student in mind. In creating GA appointments funded by the College, the following principles apply in addition to those established by the Graduate School:

1. Funding, from either the College or the department, is limited to up to two years for a master's student and up to four years for a doctoral student. Bachelor's degree students, who are admitted directly into a Ph.D. program, in which they will earn a master's degree, are eligible for up to six years of funding. Renewal of funding beyond the initial year will be based on a combination of annual performance, availability of funds, need for services, student eligibility, and progress towards degree completion as determined by the department chair and faculty advisor. Any exceptions to this policy must be approved by the dean or dean's designee.
  - a. Fellowship funding is not included in the College funding calculation for College funded positions.
  - b. GA positions funded outside of EHE (positions funded by other Colleges, GRA positions funded by grants and projects, etc.) are not included in the calculation for College-funded positions.
  - c. Departments/units assigning College funds can determine the combination of funding to support their students (fellowships, external GAs, College-funded GAs, etc.), but the total College funding a student receives cannot exceed the designated maximums.
  - d. Years of funding are defined as follows:
    - 1 Year = Autumn and Spring semester or Autumn, Spring, and Summer
    - ½ Year = Autumn or Spring semester
    - **Note:** Summer is not included in the calculation of funding due to the limited course and work opportunities during the summer.

Questions can be directed to the Graduate Associate Manager who is responsible for tracking funding limits.

2. In order to be considered for a College-funded GA position, all students (including new, current, and students with GA positions) must complete a GA application on a yearly basis. Any exceptions to this policy must be approved by the dean or dean's designee and communicated to the Graduate Associate Manager.
3. Graduate students appointed to Graduate Teaching Associate (GTA) positions without prior college teaching experiences should be appointed initially to a mentored/supervised GTA position for a period of at least one semester, which may involve supporting the instructor of record or serving as the instructor of record with intensive mentorship. In particular, supervision should be provided regarding the design, administration and evaluation of student assessments and support services suggested, such as [Michael V. Drake Institute for Teaching and Learning](#) resources and observations. GTAs are to be observed at least once per semester by faculty supervisor. Generally, such supervision

should be provided by a member of the regular faculty; exceptions should be discussed with the Graduate Studies Chair.

4. Graduate students appointed to Graduate Research Associate (GRA) positions should be appointed based on the match between the student's intended area of study and the faculty member's expertise and research agenda and based on the needs of the course as defined by Department administration. There is no assumption that GRA positions will be equally distributed among faculty members.
5. Priority of funds should be given to GTA and GRA positions. However, college-funded GA positions may support administrative duties upon department discretion in a Graduate Administrative Associate (GAA) position. In certain limited circumstances, students may be assigned to service positions (e.g., in extension or outreach programs.)
6. Consideration should be given to the overall balance of a graduate student's experiences during their time in a program. It is desirable that students receive a variety of associateship experiences, including both teaching and research, across multiple years of funding. Having to re-apply annually for positions may help facilitate this variety of experiences.
7. Graduate teaching appointments should be based on meeting the needs of the students and ensuring faculty are adequately supported to promote equity in load based on course enrollments and the nature of the course.
8. GA positions as part of start-up packages for new faculty hires may be jointly funded by the Department and College.
9. To encourage faculty members to include GRA positions in grant applications, the PI may seek matching funds from the College or Department.
10. A GA may not hold an appointment of more than 75 percent FTE, whether as a single appointment or combination of appointments. International students are not permitted to hold an appointment for more than 50 percent FTE total during [non-vacation terms](#). GAs should consult with their graduate advisors and supervisors before engaging in employment within and outside the university to ensure that these additional commitments would not interfere with their academic progress or GA responsibilities.
  - a. If additional employment is approved, the GA must receive approval in writing from their faculty advisor and supervisor and notify the GA Manager.
  - b. If additional employment is not approved, the GA may appeal to their Graduate Studies Committee in writing and notify the GA Manager.
  - c. GAs who are funded 50 percent or higher by EHE must make their EHE appointment a priority over any additional approved appointments.
  - d. GAs who do not report external employment, may jeopardize the GA appointment and/or renewal.

11. The College of Education and Human Ecology, in accordance with the guidelines established by the Graduate School and Office of Human Resources, will individually review requests for a leave of absence. Any GA who would like to request a leave of absence should contact the Graduate Associate Manager who will assist the GA, supervisor, and department through the process.
12. If GA performance is determined to be unsatisfactory, the supervisor should collect documentation of communications and performance feedback and work with the GA Manager, EHE HR, and the Graduate Studies Chair to discuss and create a Performance Improvement Plan (PIP). The Department and College may dismiss any GA mid-year for unsatisfactory performance. The GA Manager should be notified any time a GA appointment will be terminated to ensure the appropriate steps are taken with the Graduate School and HR.
13. International graduate students seeking a GTA appointment must meet University requirements for International and permanent resident non-English speaking graduate students listed below.
  - a. EHE minimal requirements to obtain a GTA appointment will follow those of the English as a Second Language (ESL) program:
    - i. TOEFL iBT Speaking 28 or higher
    - ii. IELTS Speaking 8.5 or higher
  - b. Those who do not meet the minimal requirements above will take the Oral Proficiency Assessment (OPA) to get a certified score of a 4.0 or higher. (Departments will be responsible for funding a student's first attempt at the OPA test if funds permit.)

Those who are not certified will be assigned to ESL courses, as determined by the OPA score, to raise performance level to a 4.0 or higher. Students will be given autumn, spring, and/summer semester to work on raising their score as necessary. If the department is able to fund coverage of teaching duties for students who were unable to meet the requirements for their position, these students may maintain employment during this time in their department performing other teaching duties such as lab work, grading, etc. while working to raise their score.

### **General Timeline of GA Process**

The intended purpose of this timeline is to provide faculty, staff, and students with an idea of when certain processes take place regarding the GA hiring process. Timeline is subject to change.

- Application available to students: December through mid-January
- Application review: Mid-January through mid-March
- Funding communications to students: mid-March through mid-April
- Students receive contracts: end of May through mid-June
- GA Appointment dates:
  - **Autumn:** August 16-December 31
  - **Spring:** January 1-May 15
  - **Summer:** May 16-August 15

For questions regarding these guideline and/or graduate associate appointments, please contact the Graduate Associate Manager, Amanda Crall ([crall.25@osu.edu](mailto:crall.25@osu.edu)).

**Revisions approved annually by the EHE Executive Committee on 9/21/20.**