

Graduate Associate Appointment Guidelines

GA Guidelines, Workload, Stipends and Fees – FY2016/17

1. Three Graduate Associate positions are available in the Department: Graduate Administrative Associate (GAA), Graduate Research Associate (GRA), and Graduate Teaching Associate (GTA).
2. A graduate student can be eligible for an associateship for up to four years. All support including beyond four years will be considered on a case-by-case basis. Appointment renewals are contingent on availability of funds, needs for services, student's satisfactory performance as a GA and progress toward degree completion, and good standing in the Graduate School. **Renewal is not guaranteed.**
3. Preference in hiring will be given to doctoral students over MA students, and to students who are enrolled in the Department of Teaching and Learning rather than outside of the Department.
4. Any international student who desires to be a Graduate Teaching Associate must work with the English as a Second Language (ESL) program to obtain certification for proficiency in Spoken English. **This must be completed prior to the acceptance of an appointment with the Department** and a copy of your certification must be submitted to the T&L HR Office; 338B Arps Hall and The Graduate School. **Contact:** ESL Program, 075 Arps Hall, 614.292.1364.
5. To be eligible to serve as a University Supervisor, a Graduate Teaching Associate must have one to three years teaching experience and be certified to teach in the United States.
6. Per University policy: ([Policy 10.10 – Student Employment](#)) GA's are paid on salaried appointments, exempt from overtime compensation. They are subject to the terms of their appointments, policies, and eligibility guidelines administered and monitored by the Graduate School. GA's do not accrue vacation or sick leave. Rules regarding time off during semester or session breaks or other times are determined by the GA's appointing unit. GAs must check with their appointing units to determine when they are expected to be on duty. Student employees are not required to work on University designated holidays, and the holiday is taken by student employees without pay.



7. **GA Appointment Schedule:** 9-month appointments begin mid-August and end mid-May. Per the Graduate School, a 50% appointment represents an average of 20 hours of service for each week of the semester. A 25% appointment represents an average of 10 hours of service for each week of the semester. GA's cannot hold any appointment other than a GA; they can hold multiple GA appointments up to 75% FTE.

International students may only hold appointments up to 50% FTE, and may only work up to 20 hours per week except during official school breaks or their authorized annual vacation period. [Refer to the OIA website for further information.](#)

Although many positions call for a strict number of hours per week, flexible schedules are necessary for some positions. Example: a position has numerous tasks during the first, third, and eighth week of the semester, but is very slow the fourth and fifth week. More hours can be scheduled during the heaviest weeks, and fewer hours during the slower weeks. These alternate schedules are made with the student's direct supervisor.

8. **Workloads and responsibilities** for GTA's (teaching/supervising) may vary. Adjustments can be made due to course enrollment number, length of travel time, number of site visits required per week/semester, etc. GA appointments can be terminated prior to the end of an appointment period for several reasons as described in the Graduate School Handbook.
9. **Monthly Stipend Levels** for the current academic year are below (50% appointment levels shown).

Master's student	\$1500
Ph.D. student, first year of employment with School	\$1545
Ph.D. student, second year of employment with School	\$1591
Ph.D. student, third year of employment with School	\$1639
Ph.D. student, more than three years of employment with School	\$1688

10. **Fees:** Appointments of 50% or greater feature a fee authorization that pays tuition, general, and non-residential fees for each semester of employment. One half of instructional and general fees, including nonresident fees are covered for 25 percent GA appointments.

GA appointments for consecutive autumn and spring semesters on a 25% - 49% are entitled to a one-half fee authorization or 50% or greater are entitled to a full fee authorization during the immediately following summer session without being on appointment. **Summer fee authorizations cannot be deferred.**

During the summer, you do need to be enrolled into the required credit hours to receive this benefit (credit hour requirements below). Your health insurance continues through the summer semester. (The annual premium is divided by 2 semesters equally. When you enroll for the spring semester coverage, the spring premium rate includes summer coverage. **The COTA fee, and any additional fees (e.g. lab/computer fees) are the responsibility of the student.**

11. **Review and Renewal of GA appointment:** All appointed GA’s must receive a performance review at the conclusion of their appointment. *****All appointed GAs must reapply at the conclusion of their appointment to be considered for re-appointment.** The Graduate Associate application process is coordinated by the T&L Graduate Student Services (GSS) office. Graduate students returning to the Department of Teaching and Learning will have access to the Graduate Associateship (GA) application during December each year. GSS will communicate the application process and link to the application via students’ OSU email account.

Prospective graduate students currently in the process of applying to the Department of Teaching and Learning must complete the GA application to be considered for a position. A link to this application is provided in [the Graduate School application](#) under the “Funding Opportunities” section.

12. Per the Graduate School Handbook, **Outside Employment.** A GA should determine whether the Graduate Studies Committee of his/her program has an established policy governing this issue. Graduate Studies Committees are encouraged to establish a policy on outside employment for graduate associates. A GA who is considering additional employment outside the university should consult his/her graduate advisor. A careful evaluation of the impact of additional commitments on the student’s academic progress and on the student’s GA responsibilities should be made.

13. **CREDIT HOUR REQUIREMENTS FOR FULL-TIME STATUS**

Autumn/Spring	8 hours – GA/GRA/GTA 12 hours – Fellowships 3 hours- Post-Candidacy
Summer	4 hours – GA/GRA/GTA 6 hours – Fellowships 3 hours – Post-Candidacy

**** All GA appointments and re-appointments are governed by the [Graduate School Handbook](#) and the [Department of Teaching and Learning Graduate Handbook](#).

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