

MEMO TO: Graduate Assistants

FROM: Robert Martin, Associate Vice Provost, Faculty Personnel Services

Following is a summary of current requirements for 2009-10 graduate assistant appointments and a description of the benefits available.

A. Work Authorization

- (1) In order to be in compliance with the “Immigration and Reform Act of 1986”, the University is required to verify both your identity and authorization to work. ***This must be done in person, by your bringing substantiating documentation to the Office of Faculty Personnel Services in 308 Warriner Hall. This should be done prior to beginning your employment. Your offer of employment is contingent upon your producing appropriate documentation.*** For most individuals, a driver’s license and an original social security card will suffice. ***If you expect to work while in F-1 status, you may choose to present your unexpired foreign passport, Form I-94 Departure Record, and most current I20-ID.***

B. Eligibility Requirements (Individual departments may establish additional criteria for graduate assistantships.)

- (1) Graduate assistants with appointments for the fall and/or spring semesters must register for and maintain a minimum of six semester hours of graduate credit at CMU during each semester of the assistantship. The Dean of the College of Graduate Studies will evaluate requests for exceptions on a case-by-case basis. Graduate assistants with a summer appointment must register for and maintain a minimum of one semester hour of graduate credit at CMU. Departments and/or Colleges may require enrollment in a greater number of hours, but may not establish a lower minimum.
- (2) Graduate assistants must be admitted for graduate study at Central Michigan University.
- (3) Graduate assistants must maintain at least a cumulative 3.00 GPA in all graduate work. A request for an exception supported by appropriate rationale must be submitted by the department chairperson to the College of Graduate Studies for approval. More than one Incomplete (I) grade per semester is grounds for termination.
- (4) Graduate assistants are expected to perform departmentally assigned duties in a satisfactory manner. As part of those duties, individuals are expected to attend graduate assistant training activities planned by their department and/or the College of Graduate Studies. The determination of satisfactory performance rests with the department and failure to perform satisfactorily is grounds for termination.
- (5) Graduate assistants are expected to comply with the policies, practices, and regulations of the University. Failure to do so is grounds for termination.
- (6) All new graduate assistants are **required to attend one full-day of Graduate Assistant Training (GAT) on August 21, 2009 in the Bovee University Center**. Additionally, returning graduate assistants whose assignment has been changed from an administrative or research assistant to a teaching assistant must attend the teacher training session in the afternoon of GAT, even if they have previously attended a full-day of GAT training. **Those who do not attend these sessions, as required, will have their pay reduced accordingly.** All international graduate assistants who are classified as teaching graduate assistants must attend a supplemental fall training program. International students should plan to arrive on campus no later than August 11. Training begins on August 12 promptly at 8:30 a.m. The College of Graduate Studies will be sending additional information regarding all training.

C. Compensation

- (1) Stipends for individual graduate assistants will be determined at department/college discretion.
- (2) Graduate assistants appointed to less than full-time equated GA load or appointed for less than an entire academic year will receive prorated stipends.
- (3) **Graduate assistants are paid on the bi-weekly payroll schedule with Thursday pay dates. The first pay date of the 2009-2010 academic year is September 17, 2009, and the first pay date of the 2010 spring semester is January 21, 2010.**
- (4) The attached Benefit Programs for Graduate Assistants sheet explains tuition remission, and other benefits available to graduate assistants.

D. Other

- (1) Effective with the beginning of the assistantship and continuing through the subsequent summer, sub-doctoral level graduate assistants are classified as Michigan residents for tuition purposes; graduate assistants who are enrolled in doctoral programs are classified as Michigan residents for the balance of their program.
- (2) Full-time graduate assistants are considered to be employed the maximum number of hours allowed for students at the University. Accordingly, a full-time graduate assistant may not have other University employment during his/her assistantship except for those periods when the University is not in session.
- (3) Earnings from graduate assistantships are not counted as financial aid for purposes of qualifying for Guaranteed Student Loans. However, graduate assistant earnings are considered employment resources to apply against need for other financial aid programs.