

GRADUATE ASSISTANT HANDBOOK

The provisions of this Graduate Assistant handbook do not constitute a contract, express or implied, between Carson-Newman University and any applicant, student, student's family, faculty or staff member. **Carson-Newman University reserves the right to change the policies, procedures, rules, regulations, and information in the handbook at any time.** Any exception to these policies must be approved by the Executive Vice President and Provost. All policies are subject to change at any time. This handbook is a general information publication only and is a supplement to the Carson-Newman University Graduate Catalogs.

Copyright © 2018

Carson-Newman University

1646 Russell Avenue

Jefferson City, TN 37760

Contents

| | |
|---|----|
| Welcome Graduate Assistant..... | 1 |
| Mission..... | 2 |
| Vision..... | 3 |
| Goals..... | 4 |
| Types of Graduate Assistantships..... | 4 |
| Research/Administrative assistants..... | 4 |
| Coaching/Administrative assistants..... | 4 |
| Qualifications for appointment..... | 5 |
| Graduate assistant..... | 5 |
| Appointment/Renewal..... | 5 |
| Conditions of service..... | 6 |
| Graduate assistant..... | 6 |
| Course Load Requirements for Graduate Assistants..... | 6 |
| Resignation from the graduate assistantship..... | 7 |
| Reimbursement of tuition..... | 7 |
| Responsibilities and rights..... | 7 |
| Evaluation/ Appeals procedure..... | 8 |
| Payroll Policy for Assistantship Contract for Graduate Assistants..... | 10 |
| Work Environment..... | 10 |
| Equal Opportunity/Affirmative Action..... | 10 |
| Sexual Harassment..... | 10 |
| Drug Free Workplace..... | 10 |
| Alcohol and Drugs..... | 11 |
| NOTICE and AGREEMENT of APPOINTMENT as a <i>FULL-TIME</i> GRADUATE ASSISTANT..... | 13 |
| NOTICE and AGREEMENT of APPOINTMENT as a <i>PART-TIME</i> GRADUATE ASSISTANT..... | 15 |

Welcome Graduate Assistant!

Your selection as a graduate assistant is a significant achievement in your graduate education. Whether your responsibilities will involve research, coaching, or service, this assignment places you in a unique organizational role within the University requiring you to balance your roles as student and assistant.

To guide you in your assignment, this handbook has been developed to inform you of various policies, rules, issues and services **in** fulfilling your obligations. **It** is not meant to replace the Graduate Catalog or other official University publications but to emphasize singular issues relevant to you, the graduate assistant, in the performance of your duties.

Please be assured that the Graduate Studies Programs are fully supportive of your educational training and advanced study. We hope that your graduate experiences at Carson-Newman University will be meaningful and challenging.

The best of success in the pursuit of your graduate and professional goals!

Paul M. Percy, PhD

EVP and Provost

Fite Administrative Building

This page left intentionally blank.

Mission

Our mission is to help our students reach their full potential as educated citizens and worldwide servant leaders by integrating academic excellence and Christian commitment within a caring community.

Vision

Carson-Newman University will be the Christ-Centered, liberal arts-based University of choice in the Southeast for education and service, by being intentionally Christian, academically rigorous, student-focused, and future-minded.

Goals

Both the Southern Association of University's and Schools (SACS) and the Tennessee Conference of Graduate Schools (TCGS) maintain the position that the goal of the graduate assistantship/tuition scholarship should be to enhance the ability of the student to complete her or his graduate degree. Enhancement of the ability to complete the degree should not be interpreted such that the financial support provided by the assistantship/scholarship is the only part of the assistantship/scholarship that helps the student to achieve the goal of completing the graduate degree. The philosophy adopted by the Tennessee Conference of Graduate Schools is presented succinctly as follows:

Programs of graduate study are designed to transform the individual from student to professional scholar. When a graduate assistantship (or tuition scholarship) is well conceived and executed, it should serve as an ideal instrument to help facilitate the desired transformation. The primary goal of an assistantship (or scholarship), then, is to facilitate progress toward the graduate degree. Rather than interfere or conflict with the student's educational objective, the assistantship (or scholarship) is to aid in the prompt and successful completion of the degree program. While the student makes progress toward an advanced degree, he or she also receives work experience in a profession under the supervision of a faculty mentor.

(C.W. Minkel & Mary P. Richards, 1987, **A Model Policy for Graduate Assistantship Administration**. *Tennessee Conference of Graduate Schools*, Publication No. 4, University of Tennessee, Knoxville Graphic Arts Service, p.2)

When at all possible, work assignments made to graduate assistants should reinforce their educational goals. For example, research assignments to graduate research assistants should provide experience that will be helpful in formulation of thesis or dissertation problems and teaching assistantships should help prepare the student to function independently in the classroom. The best use of the graduate assistantship provides professional growth of the student as well as benefits to the University.

Types of Graduate Assistantships

Carson-Newman University recognizes two (2) types of graduate assistantships:

Research/Administrative Assistants and Coaching/Administrative Assistants. The graduate assistantship should provide the opportunity for the student to use knowledge of her or his academic field while enhancing skills relevant to the student's professional goals. The duties assigned to graduate assistants will usually vary according to category and some assistants may be assigned duties in more than one of these categories.

Research/ Administrative Assistants

Research/Administrative assistants usually support faculty members in specific graduate programs or they may work at the level of a department or University administrative unit. The graduate assistant will generally provide supervision of the computer and curriculum laboratories, maintain program resource centers, and assist in data collection and analysis for faculty research projects. Responsibilities may also include assisting departmental staff in processing resource materials and other duties related to administrative tasks.

Research/Administrative Assistants receive a one-half tuition waiver for up to 24 credit hours for a full-time and a one-fourth tuition waiver for up to 24 credit hours for a part-time assistantship in the academic year. Tuition waivers are prorated as follows: 9 credit hours fall and spring, and 6 credit hours in the summer. Some counseling assistantships are prorated 12 credit hours fall and spring and none for summer. Graduate assistants appointed after the start of the academic year receive only the remaining credit hours for that academic year.

Coaching/ Administrative Assistants

Coaching/Administrative assistants usually provide support for athletic coaches or they may work at the level of a department or University administrative unit. This work will generally involve gathering, organizing, and evaluating information, or editorial work related to preparation and review of papers and reports, or assisting athletic coaches. The ideal graduate administrative assistantship will provide the student with a broader and deeper understanding of the University function and, under the supervision of a mentor, enhance the quality of information available to the University.

Coaching/ Administrative Graduate Assistants receive a full tuition waiver for up to 24 credit hours for a full-time and a one-half tuition waiver for up to 24 credit hours for a part-time assistantship in the academic year. Tuition waivers are prorated as follows: 9 credit hours fall and spring, and 6 credit hours in the summer. Graduate assistants appointed after the start of the academic year receive only the remaining credit hours for that academic year.

Qualifications for appointment

Graduate assistant

Candidates for appointment as graduate assistants must meet the following criteria:

1. Only graduate students admitted to the University and accepted in to a graduate degree program may hold an assistantship. Graduate students admitted conditionally to a degree program may hold an assistantship for no more than one semester; if conditions of their admission are not met after the first term, renewal of the assistantship must be requested in writing by the supervisory department and approved by Dr. Paul M. Percy, EVP and Provost.
2. Graduate students who have previously taken graduate level courses must have at least a 3.0 cumulative grade point average.
3. Graduate assistants must maintain a minimum cumulative 3.00 grade point average (GPA) to remain eligible for assistantship support. A graduate assistant who fails to achieve a 3.0 cumulative GPA will be allowed one (1) semester to remedy the grade deficiency or the assistantship will be terminated. Graduate assistants receiving any grade below a "B" grade in their course work will have the course's credit hours deducted from the remaining tuition waiver.
4. International students are eligible for graduate assistantships as soon as they are unconditionally admitted as graduate students at Carson-Newman University. If the assistantship is to be a graduate teaching assistantship, the international student must demonstrate the ability to communicate clearly in English. Therefore, all graduate programs requires that all international students for whom English is a second language and who wish to be considered for graduate assistantships take an Oral Proficiency Interview (OPI) to evaluate fluency in English. Rating on this evaluation will determine eligibility for different categories of GA assignment. Students desiring improvement in this area are encouraged to take one of both semesters of English as Second Language including the laboratory portion of this course. (This course is offered by the Department of English). Students may repeat the OPI in order to increase their rating.
5. Graduate assistants may be appointed for **no more** than two academic years in a master's program. Requests for time extensions must be made by the supervisory unit in writing to Dr. Paul M. Percy, EVP and Provost.
6. Graduate assistants can hold no other paid positions on or off campus.

Appointment/Renewal

Applications must be submitted for each academic year. Decisions regarding who shall hold graduate assistantships are made at the level of the department in which the student shall work. Therefore, the selection procedure varies. Some departments use committees to screen applicants; in others the chair, director, or head of the department may make the decision. The contract of appointment for a graduate assistantship must be signed by all parties (see application).

Conditions of Service

Graduate assistants (GA) are categorized by stipend amount as either full GA or one-half GA. A student receiving a full stipend (50% work effort) is assigned to 20 clock hours per week (or equivalent in classroom teaching or laboratory supervision) by the appropriate supervisor; a student receiving one-half stipend (25%) work effort is assigned to 10 clock hours per week.

Departments and schools are not authorized to offer a graduate assistantship of less than one-half appointment. A graduate assistant on an academic or calendar year appointment does not accrue annual leave or sick leave and is obligated to work each week of their contractual period with the following exception:

- Days of administrative closing of the University will not be considered work days.
- The work requirements of a graduate assistant should be reasonable and should correspond to the contractual hours. In unusual circumstances where the weekly hour requirements are scheduled to exceed the contractual hours, there must be a similar reduction in working hours in nearby weeks. Primary assignments that are predominantly office or clerically-oriented must follow contractual time limits and standard time reporting.

Graduate Assistant

The workload for a graduate assistant at Carson-Newman University is specified as follows:

- Full-time research/administrative assistants and coaching/administrative assistants shall be assigned no more than six (6) contact hours per week classroom or laboratory instruction; or
- No more than eight (8) contact hours per week of laboratory supervision.
- A combination of the above.
- The total work assignment for full-time graduate assistants, regardless of responsibility cannot exceed 20 hours per week. A graduate assistant **may not work** for Carson- Newman University more than 20 hours per week. This includes any job held in addition to the assistantship. Therefore, graduate students holding full-time (20 hours/week) assistantships may not work any additional time for Carson-Newman. Graduate students who hold half-time (10 hours/week) appointments may work a total of 10 hours per week.

Course Load Requirements for Graduate Assistants

Following are the course load requirements for graduate assistants:

- Graduate Assistants who enroll in more than the prorated credit hours for the semester will be responsible for paying the remaining balance on their account for the semester.
- The course load may not include undergraduate courses unless the course is a required program prerequisite, in which case one undergraduate course per semester may be taken (undergraduate courses will not be covered as part of the tuition waiver).
- A graduate student holding an assistantship in the summer must be registered for a minimum of three (3) graduate credit hours during a given term and a minimum of six (6) graduate credit hours for the entire summer. These credits may be taken in any summer term. Graduate assistants may not take more than a total of nine (9) graduate credit hours during the entire summer.

- The assistantship will be terminated if the student's academic load falls below six (6) graduate hours during Fall or Spring semester, or below three (3) graduate hours during the Summer semester. Graduate assistants in their final semester are exempted from the minimum course load requirement.

Resignation from the graduate assistantship

If a graduate assistant decides to resign from their assistantship before expiration of the contract, the student must notify their supervisor in writing two (2) weeks before the date of resignation. If the student remains enrolled at Carson-Newman University, they may be required to pay tuition *pro rata* for the part of the semester following resignation from the assistantship.

Reimbursement of tuition

If a graduate assistant resigns or is terminated from the assistantship during the semester, but does not withdraw from Carson-Newman University, the student has responsibility to pay Carson-Newman University the amount of assistantship *pro rata* for that part of the semester during which the student does not hold the assistantship. If the department appoints another student to the assistantship, the department may request that any remaining assistantship be used for the newly appointed student and that student will receive an appropriate credit.

If a graduate assistant resigns the assistantship and withdraws from Carson-Newman University then the department or unit will have access to the remaining assistantship for a replacement in accord with the refund of fees policies applied to students who pay tuition.

Responsibilities and rights

A full-time graduate assistant works 20 hours per week; a part-time graduate assistant works 10 hours per week. The work assignment is the prerogative of the supervisor, but the graduate assistant has the right to have the assignment fully explained.

Graduate assistants should become informed about departmental and University regulations that are related to the responsibilities of their employment and follow them consistently. The faculty mentor should help the graduate student understand these regulations.

Graduate assistants should keep careful records of their work to provide documentation for reference and evaluation.

A graduate assistant has the rights possessed by any student at Carson-Newman University. Extended to the specific instance of graduate assistants as employees, these include the right to consideration for continued employment without regard to age, sex, color, race, religion, national origin, or disability. The graduate assistant also has the obligation to report unethical behavior observed or experienced in the workplace, including instances of sexual harassment and has the right to be protected from retribution for reporting instances of unethical behavior. However, it is also the obligation of any person reporting such behavior to be able to present documentation of the occurrence of the behavior. In addition the graduate assistant has the right to due process in employment evaluation and termination procedures.

Evaluation/ Appeals procedure

In many ways the graduate assistantship is an apprenticeship. The evaluation process should begin with development of clear outcome goals for the assistantship. Because these goals will necessarily vary according to the type of assistantship (teaching, research, or administration) and among the various departments and divisions that employ graduate assistants, it is the responsibility of each department or division to develop goals for each of its graduate assistants.

Each department/unit is also responsible for developing a method of evaluation for graduate assistants. The results of the formal written evaluation of each graduate assistant must be filed with Human Resources at the end of each academic year and/or upon conclusion of the graduate assistant contract. The formal evaluation should be supplemented by periodic informal conferences/evaluations with the student's mentor.

The results of all evaluations should be kept in the departmental file. The methods used for both formal and informal evaluations should be explained to the student when the appointment is made.

The purpose of the evaluations is to provide a supportive process that facilitates the attainment of the student's long-range professional goals. Thus, the student should be given constructive feedback regarding the outcome of each evaluation with suggestions concerning changes that the graduate assistant might make to improve performance.

Additionally, the evaluation process is to ensure fairness in reappointment to the assistantship.

Finally, as part of the process, the evaluation may include the student's assessment of the experience. If the work or conduct of the student is not satisfactory, the supervisor must discuss the issue with the student as soon as the supervisor becomes aware of unsatisfactory performance. If the work or conduct of the student continues to be unacceptable and corrective measures are necessary, then the student must be notified of this possibility in writing with suggestions for improvement. If improvement is still not forthcoming, the student must be notified in writing that he or she is being dismissed. Copies of letters of dismissal from graduate assistantships must be filed with Dr. Paul M. Percy, EVP and Provost, with the Chair of the department in which the student holds the assistantship, and with the Human Resources for placement in the assistant's employee file.

The graduate assistant has the right to due process. If a student has reason to believe that he or she was dismissed without justifiable cause, the appeal procedure outlined below may be followed:

- A written appeal with all supporting materials should be presented to the student's immediate supervisor within 21 calendar days of dismissal from, or non renewal of the graduate assistantship. The immediate supervisor will review the appeal, discussing it with the appropriate departmental chair, and provide the student with a decision in writing within 14 calendar days of receipt of the appeal.

- If the immediate supervisor does not reverse the decision after reviewing the case, the appeal may be carried to the departmental chair within 7 days of receiving the decision of the immediate supervisor. If the immediate supervisor is the departmental chair, then the student should transmit the appeal to Dr. Paul M. Percy, EVP and Provost. The departmental chair will review the case and render a decision, in writing, within 14 days of receipt of the appeal. Copies of the appeal, the decision, and all supporting materials must be sent to Dr. Paul M. Percy, EVP and Provost, the Chair of the department in which the assistantship is held, and to Human Resources.
- If the appeal is not resolved satisfactorily by the chair or director then, within 7 calendar days, the student may appeal in writing to Dr. Paul M. Percy, EVP and Provost, who will review the case with the Chair of the department. If the EVP and Provost, the Chair, the student, and student's supervisor are unable to resolve the appeal informally, the Chair shall appoint an *ad hoc* committee comprised of two graduate students and two graduate faculty members. This committee shall elect a chairperson and hold a hearing concerning the appeal. At this hearing all material relevant to the appeal shall be presented by the student, faculty member, the department chairperson, Chair of the department, and any others who may be called to assist the committee.
- Within 21 calendar days of its constitution, the committee will submit to the EVP and Provost a written report containing a recommendation for a specific course of action. The EVP and Provost will, in turn, review the committee's recommendation and reasoning. The EVP and Provost may also confer with any of the parties involved. After consideration of all appropriate information, the EVP and Provost shall accept, reject or modify the recommendation. Within 30 days, the EVP and Provost shall notify the student, the faculty member, the chairperson of the appeals committee, and the departmental chairperson his decision concerning the appeal.
- In the absence of further appeal, the opinion rendered by the EVP and Provost becomes final.
- Final opinions shall be given to Human Resources.

Payroll Policy for Assistantship Contract for Graduate Assistants

For the amount of the assistantship, please refer to the contract that was signed. For all graduate assistants receiving a stipend, each assistant will receive a bi-weekly payroll check. It is the assistant's responsibility to log hours worked on a bi-weekly employee time report provided, obtain the supervisor's signature for approval, and turn it into the Human Resource Office to receive their pay. Graduate Assistants do not receive institutional aid beyond their tuition waiver and work pay.

Work Environment

Equal Opportunity/ Affirmative Action

Carson-Newman University is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, sex, color, race, religion, national origin or disability.

Sexual Harassment

Carson-Newman University desires to maintain an environment which is safe and supportive for students and employees and to reward performance solely on the basis of relevant criteria.

Accordingly, the University will not tolerate sexual harassment of students or employees. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or

Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Drug Free Workplace

It is the policy of this University that the unlawful manufacture, distribution, possession or use of alcohol and illicit drugs on the C-N campus in the workplace (on or off campus), on property owned or controlled by C-N, or as part of any activity of C-N is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter.

Additionally, any violation of this policy will result in disciplinary action.

Carson-Newman University is an alcohol and drug-free community. The University prohibits the possession, use, distribution or manufacture of alcohol or of illicit drugs, or drug paraphernalia, or the misuse, abuse of or unlawful possession of prescription or over-the-counter drugs, on property owned, leased or subject to the control of the University, or as a part of any of its activities, including but not limited to off-campus activities sponsored by the University or engaged in by any recognized student organization. Further, a federal or state violation of alcohol or drug laws by a student while enrolled at the University, wherever occurring, shall constitute a violation of the University's student code of conduct and will subject the student to disciplinary action.

The complete details of the university drug and alcohol policy are available in the "Eagle Student Handbook" or on the university website.

Carson-Newman University

GRADUATE ASSISTANTSHIP APPLICATION

Apply for: Coaching/Administrative: _____ Athletic Department/Sport
 Research/Administrative: ___ Counseling ___ Education _____ Department/Office

Starting (circle one): **Fall / Spring / Summer** **Academic Year: 20** _____ **to 20** _____

Assistantship Appointment Eligibility

To be eligible for an assistantship, applicant must meet the following criteria:

- Accepted into a Carson-Newman graduate program*
- Satisfy enrollment requirements (6-12 credit hours per semester) during the academic year
- Meet the requirements to be eligible for employment in the U.S.

Accepted into Graduate Studies Program: **Yes** _____ **No** _____ **Provisionally Accepted** _____

* (Provisionally accepted students are contingent on admittance into graduate program)

Graduate Degree Program: _____

Graduate Student Information (Please Print):

Last Name _____ First Name _____ M.I. _____ Student ID # _____

SSN#: _____ (For Employment Purposes Only)

Street Address _____ P.O. Box or Apt# _____

City _____ State _____ Zip _____

CNBox# _____ Phone# _____ E-mail _____

U.S. Citizen: ___ Yes ___ No If NO, Country of Origin _____

(Oral Proficiency Interview Required) *Non U. S. Citizens MUST complete a questionnaire in HR PRIOR acceptance*

If EITHER questions A, B, or C is answered "YES" or BOTH parts of D are answered "YES", then the exemption is met.

| | | Yes | No |
|--|---|-----|----|
| A. Does the primary responsibility of the Graduate Assistant involve conducting research? | | | |
| B. Does the primary responsibility of the Graduate Assistant involve coaching? | | | |
| C. Does the Graduate Assistant work in the department in which they are enrolled fulfilling duties that require knowledge specific to that academic area? | | | |
| D. Does the Graduate Assistant: | 1. Complete duties that COULD NOT be performed by the general public? | | |
| | 2. Spend the majority of their time fulfilling duties OTHER than routine office or clerical work? | | |

*Enclosure: _Notice of Agreement _Cover Letter _Resume _Job Description _Projected Course Load

Signature, Supervisor _____
Date

Signature, Department Chair or Director (1) _____
Date

Signature, Graduate Department Chair or Graduate Program Director (2) _____
Date

Signature, Treasurer's Office (Budget) _____
Date

Signature, EVP and Provost _____
Date

Carson-Newman University and the Board of Trustees
Carson-Newman University

NOTICE and AGREEMENT of APPOINTMENT as a
***FULL-TIME* GRADUATE ASSISTANT**

This is to confirm your appointment as a **Full-time** Graduate Assistant in the:

Department of _____ for the Academic Year of: 20____ - 20____
___ Fall/Spring/Summer (12 Month)
___ Fall/Spring (9 Month)
___ Spring/Summer (9 Month)

At \$7.25/hour per contract period, subject to the terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of Carson-Newman University and the Board of Trustees, and as outlined in the Handbook for Graduate Assistants.
2. Students must be enrolled in Graduate classes to be eligible for a Graduate Assistantship.
3. Each contract period for a Graduate Assistant will encompass the entire academic year in which that Graduate student is registered (including specific summer terms if applicable).
4. Fall and Spring Graduate Assistantships will be compensated based on 20 hours of work per week x 15 weeks (17 weeks for Athletics) per semester.
5. Summer Graduate Assistantships will be compensated based on 20 hours of work per week x 10 weeks (this encompasses May, June and July terms).
6. The full-time Graduate Assistant must be enrolled in a minimum of 6 hours Fall and Spring semester in order to receive tuition and technology fees waiver.
7. Graduate Assistants can receive no more than 24 credit hours per academic year. Partial years are prorated. The 24 credit hours are awarded as follows: 9 credit hours fall and spring, and 6 credit hours for summer. If you enroll in more than the allotted credit hours, you **will be responsible for the remaining balance on your account.**
8. As a Graduate Assistant, you are not eligible for employment benefits (retirement credit, insurance plans, annual or sick leave, holiday pay or longevity credit). You may purchase or be required to purchase student health insurance.
9. This appointment does not include any assurance, obligation, or guarantee of subsequent appointment.
10. This agreement may be terminated without prior notice.
11. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in publicized Carson-Newman statements and policy. I also agree to notify the Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.

12. You agree to abide by the policies of Carson-Newman and the Board of Trustees regarding Intellectual Property, and hereby acknowledge your responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by you, either solely or jointly with others, during the term of your appointment, and to otherwise assist Carson-Newman as required by policy in protecting rights it may have in that Intellectual Property.

13. As a Graduate Assistant, you agree not to hold any other employee position at Carson-Newman (enrolled students are not subject FICA and Medicare Taxes).

I accept the appointment described above under the terms and conditions set forth in the preceding Carson-Newman University NOTICE and AGREEMENT of APPOINTMENT as a GRADUATE ASSISTANT, the Graduate Assistantship Application, and the Graduate Assistantship Handbook.

Signature of Graduate Assistant

Date

Printed Name of Graduate Assistant

You **MUST** signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning the ORIGINAL to the Graduate Assistantship Coordinator within FIFTEEN days after the date of this notice. You will also be required to complete forms in the Human Resources Office. You cannot be paid until the appropriate forms are completed. These forms include but not limited to: 1-9 and W-4.

You will also be required to submit a copy of your Social Security card and Driver's License or Passport. You are advised to complete this process as soon as possible to prevent a delay in your stipend check(s).

An Equal Opportunity I Affirmative Action Employer

Signature: Department Chair

Date

This agreement is not approved until the application and the box below are completed.

| | |
|-------------------------------|-------|
| Budget Approved: _____ | _____ |
| Signature, Treasurer's Office | Date |
| EVP/Provost Approved: _____ | _____ |
| Signature | Date |

Carson-Newman University and the Board of Trustees
Carson-Newman University

NOTICE and AGREEMENT of APPOINTMENT as a
PART-TIME GRADUATE ASSISTANT

This is to confirm your appointment as a **Part-Time** Graduate Assistant in the:

Department of _____ for the Academic Year 20____-20____
___ Fall/Spring/Summer (12 Month)
___ Fall/Spring (9 Month)
___ Spring/Summer (9Month)

At \$7.25/hour per contract period, subject to the terms and conditions hereinafter set forth and your acceptance thereof:

1. This appointment is made subject to the laws of the State of Tennessee, the requirements and policies of Carson-Newman University and the Board of Trustees, and as outlined in the Handbook for Graduate Assistants.
2. Students must be enrolled in Graduate classes to be eligible for a Graduate Assistantship.
3. Each contract period for a Graduate Assistant will encompass the entire academic year in which that Graduate student is registered (including specific summer terms if applicable).
4. Fall and Spring Graduate Assistantships will be compensated based on 10 hours of work per week x 15 weeks (17 weeks for Athletics) per semester.
5. Summer Graduate Assistantships will be compensated based on 10 hours of work per week x 10 weeks (this encompasses May, June and July terms).
6. The part-time Graduate Assistant must be enrolled in a minimum of 6 hours Fall and Spring semester in order to receive tuition and technology fees waiver.
7. Graduate Assistants can receive no more than 24 credit hours per academic year. Partial years are prorated. The 24 credit hours are awarded as follows: 9 credit hours fall and spring, and 6 credit hours for summer. **If you enroll in more than the allotted credit hours, you will be responsible for the remaining balance on your account.**
8. As a Graduate Assistant, you are not eligible for employment benefits (retirement credit, insurance plans, annual or sick leave, holiday pay or longevity credit). You may purchase or be required to purchase student health insurance.
9. This appointment does not include any assurance, obligation, or guarantee of subsequent appointment.
10. This agreement may be terminated without prior notice.
11. By acceptance of this appointment, I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in publicized Carson-Newman statements and policy. I also agree to notify the Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.

12. You agree to abide by the policies of Carson-Newman and the Board of Trustees regarding Intellectual Property, and hereby acknowledge your responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property developed by you, either solely or jointly with others, during the term of your appointment, and to otherwise assist Carson-Newman as required by policy in protecting rights it may have in that Intellectual Property.

13. As a Graduate Assistant, you agree not to hold any other employee position at Carson-Newman (enrolled students are not subject FICA and Medicare Taxes).

I accept the appointment described above under the terms and conditions set forth in the preceding Carson-Newman University NOTICE and AGREEMENT of APPOINTMENT as a GRADUATE ASSISTANT, the Graduate Assistantship Application, and the Graduate Assistantship Handbook.

Signature of Graduate Assistant

Date

Printed Name of Graduate Assistant

You MUST signify your acceptance of this appointment under the terms and conditions set forth by signing each copy of this notice and returning the ORIGINAL to the Graduate Assistantship Coordinator within FIFTEEN days after the date of this notice. You will also be required to complete forms in the Human Resources Office. You cannot be paid until the appropriate forms are completed. These forms include but not limited to: 1-9 and W-4.

You will also be required to submit a copy of your Social Security card and Driver's License or Passport. You are advised to complete this process as soon as possible to prevent a delay in your stipend check(s).

An Equal Opportunity I Affirmative Action Employer

Signature: Department Chair

Date

This agreement is not approved until the application and the box below are completed.

| | |
|---|-------|
| Budget Approved: _____ Signature, Treasurer's Office | _____ |
| EVP/Provost Approved: _____ Signature | _____ |