

# **TROY UNIVERSITY**

## **GUIDELINES FOR GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS**

**AOP-10-28-08-01A**



**APPROVED BY: ACADEMIC STEERING COMMITTEE, OCTOBER 28, 2008**

**OPR: DR. DIANNE BARRON**

**2008**

## Table of Content

Purpose of Graduate Assistantship/Fellowship Program	1
Compliance	1
General Eligibility	1
Scholarships	
Graduate Assistantship Tuition Scholarship – Fall and Spring Semesters	2
Graduate Assistantship Tuition Scholarship – Summer Semester	3
How to Apply for a Summer Tuition Scholarship	3
Graduate Administrative Assistant (GAA)	
Appointment Criteria	4
Remuneration	4
Academic Enrollment	4
Performance Evaluations	5
Reappointment	5
Graduate Research Assistant (GRA)	
Appointment Criteria	6
Remuneration	6
Academic Enrollment	6
Performance Evaluations	6
Reappointment	7
Graduate Teaching Assistant (GTA)	
Appointment Criteria	8
Qualifications for Teaching Lower Level Undergraduate Courses	8
Qualifications for Teaching in Developmental Programs	9
Remuneration	10
Academic Enrollment	10
Performance Evaluations	10
Reappointment	10
Graduate Administrative Fellowship (GAF)	
Appointment Criteria	11
Remuneration	11
Academic Enrollment	11
Performance Evaluations	12
Reappointment	12

Graduate Research Fellowship (GRF)	
Appointment Criteria	13
Remuneration	13
Academic Enrollment	13
Performance Evaluations	14
Reappointment	14
Period of Appointment	15
Termination	15
Rights and Responsibilities	16
Appendices	17
Appendix 1: Application for Graduate Assistantship or Fellowship	18
Appendix 2: Financial Summary Sheet	19
Appendix 3: Job Performance, Duties and Evaluation	20
Appendix 4: Memorandum of Application for Summer Tuition Scholarship	21

**TROY UNIVERSITY**  
**GUIDELINES FOR**  
**GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS**

**PURPOSE OF GRADUATE ASSISTANTSHIP/FELLOWSHIP PROGRAM**

The objectives of the Graduate Assistantship/Fellowship program are to provide professional experiences that complement graduate instruction and research while contributing financial assistance to students pursuing graduate degrees. This assistantship/fellowship program is designed to aid in the successful completion of the degree pursued and to enhance career opportunities through applied professional experiences.

The Graduate Assistantship/Fellowship Program is administered by the Dean of the Graduate School. Additional questions regarding this program should be directed to the Dean of the Graduate School.

**COMPLIANCE**

Troy University is an equal opportunity/affirmative action employer. The University does not discriminate on the basis of race, color, sex, age, pregnancy, national origin, or disability and no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal assistance.

**GENERAL ELIGIBILITY**

To qualify for a Graduate Assistant/Fellow appointment, a student must satisfy the following general eligibility requirements. Additional eligibility requirements may exist according to teaching and/or research positions.

1. Must possess an undergraduate degree with an excellent academic record;
2. Must be admitted to a graduate program at Troy University;
3. Must be pursuing a graduate degree in the field to which assigned or in a related field that the student has substantial background;

4. Must be registered in the Graduate School for at least six graduate semester credit hours during a regular semester or at least six graduate semester credit hours for the summer term.

An exception to this requirement may be made by the Dean of the Graduate School under the following conditions:

- a) If a student is classified as a graduate student and is required to take undergraduate courses for the graduate degree, either a minimum of nine undergraduate hours or a minimum of three graduate hours and six undergraduate hours must be taken to qualify for a graduate assistantship.
  - b) If a student has made satisfactory progress toward obtaining the graduate degree and needs fewer than six graduate hours to complete the degree, the student may be considered for an assistantship.
6. When tuition scholarship is included in the graduate assistantship, this award may impact the student's eligibility for federal programs of financial assistance. Students are responsible for checking with the Office of Financial Aid.
  7. International graduate students must be in compliance with all Immigration and Naturalization Service (INS) requirements.
  8. Students who are required to submit Test of English as a Foreign Language (TOEFL) scores as part of their graduate admission requirements must have a score of 550 (or a score of 213 on the computer based test) or higher to be considered. Additionally, evidence of English language proficiency may be required for some positions.

## **SCHOLARSHIPS**

### **Fall and Spring Tuition Scholarships**

**Graduate Assistantship Tuition Scholarships – Fall and Spring Semesters** -Graduate Assistantship (GA) Tuition Scholarships will be awarded to all qualified and approved Graduate Administrative, Teaching and Research Assistants for payment of graduate tuition for 6 semester hours or fewer for the fall semester and 6 semester hours or fewer for the spring semester. The GA Tuition Scholarship may be awarded *only* for 5000-, 6000- or 7000-level, and non-eCampus courses. The GA Tuition Scholarship shall not be used toward any undergraduate prerequisite courses. Scholarship awards shall be approved by

the Dean of the Graduate School and distributed through the Financial Aid office located on the Troy University campus.

Criteria for the Award of Graduate Assistantship Tuition Scholarships – All recipients of the Graduate Assistantship Tuition Scholarship award will at all times meet the “general eligibility” criteria set forth in the Guidelines for Graduate Assistantships and Fellowships and any additional academic standards set forth by the individual graduate programs. Additionally, recipients will comply with all stated policies and Standards of Conduct outlined by the University. Any recipient found in violation of University policy or not upholding these stated standards will no longer be eligible for the GA Tuition Scholarship award.

### **Summer Tuition Scholarships**

**Graduate Assistantship Tuition Scholarships – Summer Semester** –Limited Graduate Assistantship Tuition Scholarships may be awarded to Graduate Administrative, Teaching and Research Assistants for payment of graduate tuition for 3 semester hours or less for the summer semester. Summer tuition scholarships will be awarded based on demonstrated academic scholarship and need of the University. The Dean of the Graduate School will receive applications for summer tuition scholarships beginning **February 15<sup>th</sup>** of each year. Scholarship awards will be announced no later than May 1. The GA Tuition Scholarship may be awarded *only* for 5000-, 6000- or 7000-level and non-eCampus courses. The GA Tuition Scholarship shall not be used toward any undergraduate prerequisite courses. Scholarship awards shall be approved by the Dean of the Graduate School and distributed through the Financial Aid office located on the Troy University campus.

Criteria for the Award of Graduate Assistantship Tuition Scholarships for the Summer Semester In addition to the stated criteria for the award of the GA Tuition Scholarships, successful summer applicants will demonstrate academic scholarship. The summer awards will be highly competitive. A graduate faculty committee, appointed by the Graduate Dean, will select the recipients. Summer award recipients will be notified no later than May 1.

### **How to Apply for a Summer Tuition Scholarship**

Interested graduate assistants may complete the Application for Graduate Assistant Summer Tuition Scholarship located in Appendix 4. Students must be registered for summer classes to be considered.

## **GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS**

### **Graduate Administrative Assistant (GAA)**

**Graduate Administrative Assistant (GAA)** – Graduate students who are enrolled at the University and employed to support various academic, administrative and service functions of the University:

**Appointment Criteria:** All candidates must be eligible for and seeking graduate admission. Once admitted to the graduate program, the student must maintain a 3.0 grade point average and make satisfactory progress toward the degree in order to continue as a Graduate Administrative Assistant.

**Remuneration:** Remuneration is not to exceed \$7,000 per calendar year paid over 12 installments and the student will receive an institutional scholarship for out-of-state tuition.

**Academic Enrollment:** A Graduate Administrative Assistant must be enrolled as a graduate student and comply with the appropriate academic course load and work loads. The work load for full-time Graduate Administrative Assistants will not exceed an average of 20 hours per week over the term of the appointment. Minimum full-time graduate enrollment will vary according to the graduate assistant's work assignment and in accordance with the current *Graduate Catalog*. The FTE assignments for graduate students are represented in the table below.

Work Load	Minimum Graduate Academic Course Load	Maximum Graduate Academic Course Load
1.0 (20 contact hours)	6 sh	9 sh
0.50 (10 contact hours)	9 sh	(overload permitted)

The academic dean of the discipline and the Dean of the Graduate School must approve, in writing, exceptions to the above guidelines.

**Performance Evaluations:** The supervisor must conduct a job performance evaluation (see Appendix 3) once each semester and counsel the Graduate Administrative Assistant accordingly. Failure to perform required duties may lead to immediate cancellation of the assistantship (See Appendix 3).

**Reappointment:** Reappointment depends on satisfactory performance, funding availability, and the supervisor's endorsement.

## Graduate Research Assistant (GRA)

**Graduate Research Assistant (GRA)** – Graduate Research Assistants are graduate students who are unconditionally admitted to the Graduate School. Graduate Research Assistants must be enrolled at the University and employed to assume research-oriented responsibilities within the University under the supervision of a full-time faculty member. The research may or may not be a research thesis project.

**Appointment Criteria:** All candidates must be unconditionally admitted to the graduate program. Successful candidates must maintain a 3.0 grade point average and make satisfactory progress toward the degree in order to continue as a Graduate Research Assistant.

**Remuneration:** Remuneration is not to exceed \$7,500 per calendar year and the student will receive an institutional scholarship for out-of-state tuition.

**Academic Enrollment:** A students who serves as a Graduate Research Assistant must be enrolled as a graduate student and comply with the appropriate academic course load and work loads. The work load for full-time Graduate Research Assistants will not exceed an average of 20 hours per week over the term of the appointment. Minimum full-time graduate enrollment will vary according to the graduate assistant’s work assignment and in accordance with current *Graduate Catalog* as listed in the table below.

Work Load	Minimum Graduate Academic Course Load	Maximum Graduate Academic Course Load
1.0 (20 contact hours)	6 sh	9 sh
0.50 (10 contact hours)	9 sh	(overload permitted)

The academic dean of the discipline and the Dean of the Graduate School must approve, in writing, exceptions to the above guidelines.

**Performance Evaluations:** The supervisor must conduct a job performance evaluation (see Appendix 3) once each semester and counsel the Graduate Research Assistant

accordingly. Failure to perform required duties may lead to immediate termination of the assistantship.

**Reappointment:** Reappointment depends upon satisfactory performance, funding availability, and the supervisor's endorsement.

## **Graduate Teaching Assistant (GTA)**

**Graduate Teaching Assistant (GTA)** – Graduate Teaching Assistants are graduate students who have been unconditionally admitted to the University, who have earned 18 graduate semester hours in the teaching discipline and who are employed in an instructional role in a class within a specific academic unit. Graduate Teaching Assistants may be assigned duties equivalent to adjunct faculty, to include, but not limited to preparing lectures, lecturing, conducting classes and study sessions, administering exams, grading exams, and papers, and assigning course grades. All GTA's must be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and have planned and periodic evaluations by their supervisor. See qualification criteria listed below prior to applying.

**Appointment Criteria:** All candidates must be unconditionally admitted to the graduate school. Successful applicants must maintain a 3.0 grade point average and make satisfactory progress toward the degree in order to continue as a Graduate Teaching Assistant.

### **Graduate Teaching Assistant Qualifications for Teaching Lower Level**

#### **Undergraduate Courses:**

Graduate Teaching Assistants have the primary responsibility for teaching a course for credit and/or for assigning final grades for such a course. With few exceptions (see below), the student must have earned a master's in the teaching discipline or completed at least 18 graduate semester hours in the teaching discipline, teach under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and have planned and periodic evaluations by their supervisor.

The 18 graduate semester hour course requirement does not apply to graduate teaching assistants engaged only in assignments such as assisting in laboratory sessions and preparations, teaching physical education or other activity courses, attending or helping

prepare lectures, grading papers, keeping class records, and conducting discussion groups.

The University may appoint Graduate Teaching Assistants whose first language is not English with documented “evidence” of proficiency in spoken English. **(Such evidence would include a score of 550 or higher on the written test or a score of 213 or higher on the computer-based test on the Test of English as a Foreign Language [TOFEL] exam.)** Additionally, evidence of English language proficiency may be required for some positions.

The University will provide a structure for administrative oversight at a level above that of the individual academic unit for Graduate Teaching Assistants to ensure conformity with institutional policies and procedures.

### **Graduate Teaching Assistant Qualifications for Teaching in Developmental Programs:**

Graduate teaching assistants who teach in developmental programs must hold a baccalaureate degree in a discipline related to the teaching assignment and have either teaching experience in a discipline related to the assignment or graduate training in developmental education.

**Remuneration:** Remuneration is not to exceed \$8,000 per calendar year and students receive an institutional scholarship for out-of-state tuition.

**Academic Enrollment:** A Graduate Teaching Assistant must be enrolled as a graduate student. A Graduate Teaching Assistant may not enroll in a course that he or she teaches. The work load for full-time a Graduate Teaching Assistant will not exceed an average of 20 hours per week over the term of the appointment. Minimum full-time graduate enrollment will vary according to the Graduate Assistant's work assignment and in accordance with the current *Graduate Catalog* as represented in the following table.

Teaching Load	Minimum Graduate Academic Course Load	Maximum Graduate Academic Course Load
1 (1 – 3 sh class)	6 sh	9 sh
2 (2 – 3 sh classes)	3 sh	6 sh
1 (1 - 1 sh class)	9 sh	(overload permitted)
2 (2 - 1 sh classes)	9 sh	(overload permitted)
3 (3 – 1 sh classes)	6 sh	9 sh

The academic dean of the discipline and the Dean of the Graduate School must approve exceptions to the above guidelines in writing.

**Performance Evaluations:** The supervisor must conduct a job performance evaluation (see Appendix 3) once each semester and counsel the Graduate Teaching Assistant accordingly. Failure to perform required duties may lead to immediate termination of the assistantship.

**Reappointment:** Reappointment depends upon satisfactory performance, funding availability, and the supervisor's endorsement.

## Graduate Administrative Fellowship (GAF)

**Graduate Administrative Fellow (GAF)** – Graduate Administrative Fellows are graduate students who are enrolled at the University and employed to support academic and administrative functions of the University:

**Appointment Criteria:** All candidates must be eligible for and seeking graduate admission. Successful candidates must maintain a 3.0 grade point average and make satisfactory progress toward your degree in order to continue as a Graduate Administrative Fellow.

**Remuneration:** The Graduate Administrative Fellowship is totally sponsor-funded (grant and/or contract-supported funds) and may not exceed \$18,000 per calendar year and may include an institutional scholarship for out-of-state tuition, if applicable. Should sponsored funding be withdrawn or terminate during a contract period, the fellowship will terminate without additional notice and the University is in no way financially obligated.

**Academic Enrollment:** A Graduate Administrative Fellow must be enrolled as a graduate student and must comply with the appropriate academic course load and work loads. The work load for a full-time Graduate Administrative Fellow will not exceed an average of 20 hours per week over the term of the appointment. Minimum full-time graduate enrollment will vary according to the graduate fellow work assignment and in accordance with the current *Graduate Catalog* as provided in the following table.

	Minimum Graduate Academic Course Load	Maximum Graduate Academic Course Load
Work Load		
1.0 (20 contact hours)	6 sh	9 sh
0.50 (10 contact hours)	9 sh	(overload permitted)

The academic dean of the discipline and the Dean of the Graduate School must approve, in writing, exceptions to the above guidelines.

**Performance Evaluations:** The supervisor must conduct a job performance evaluation (see Appendix 3) once each semester and counsel the Graduate Fellow accordingly. Failure to perform required duties may lead to immediate termination of the fellowship.

**Reappointment:** Reappointment depends upon funding availability, satisfactory performance and the supervisor's endorsement.

## **Graduate Research Fellowship (GRF)**

**Graduate Research Fellow (GRF)** – Graduate Research Fellows are students who have been unconditionally admitted to the Graduate School and enrolled at the University. The Graduate Research Fellows are employed to perform research-oriented responsibilities within the University, under the supervision of a full-time faculty member. The research may or may not be a research thesis project.

**Appointment Criteria:** All candidates must be unconditionally admitted to the graduate school. Successful candidates must maintain a 3.0 grade point average and make satisfactory progress toward the degree in order to continue as a Graduate Research Fellow.

**Remuneration:** Graduate Research Fellowships are only awarded when external research funds\* are available. If matching funds are required to acquire grant funding, the University contribution will not exceed \$7,500 per calendar year and may include an institutional scholarship for out-of-state tuition, if applicable. The maximum remuneration for Graduate Research Fellowships (external funds and matching internal funds) is \$18,000. Should sponsored funding be withdrawn or terminate, the position will terminate without additional notice.

\* External funds are defined as those funds coming to the university that are not currently under TROY's or the TROY Foundation's control.

**Academic Enrollment:** A Graduate Research Fellow must be enrolled as a graduate student and comply with the appropriate academic course load and work loads. The work load for a full-time Graduate Research Fellow will not exceed an average of 20 hours per week over the term of the appointment. Minimum full-time graduate enrollment will vary according to the graduate fellow's work assignment and in accordance with the current *Graduate Catalog* as provided in the following table.

Work Load	Minimum Graduate Academic Course Load	Maximum Graduate Academic Course Load
1.0 (20 contact hours)	6 sh	9 sh
0.50 (10 contact hours)	9 sh	(overload permitted)

The academic Dean of the discipline and the Dean of the Graduate School must approve, in writing, exceptions to the above guidelines.

**Performance Evaluations:** The supervisor must conduct a performance evaluation (see Appendix 3) once each semester and counsel the Graduate Fellow accordingly. Failure to perform required duties may lead to the immediate termination of the fellowship.

**Reappointment:** Reappointment depends upon funding availability, satisfactory performance, and the supervisor's endorsement.

## **PERIOD OF APPOINTMENT**

Graduate Assistants and Fellows are appointed for a specified period. The awarding of an assistantship or fellowship does not imply future employment.

A graduate student making satisfactory progress toward a degree will be eligible for an assistantship or fellowship for a maximum of twenty-four months. The Dean of the Graduate School may make exceptions to this time limit on an individual basis upon the request of the respective department. Application forms for assistantships/fellowships are available through the office of the dean of the discipline or the Troy University webpage (<http://www.troy.edu/graduateschool/financialaid.htm>).

## **TERMINATION**

A graduate award may be terminated prior to the end of the appointment period for any of the following reasons:

1. The student is no longer enrolled in the College of Graduate Studies.
2. The student is registered for fewer than six graduate semester credit hours during a regular semester or at least six graduate semester credit hours for the summer term (Exception: (a) If a student has made satisfactory progress toward obtaining the graduate degree and needs fewer than six graduate hours to complete the degree during the last semester, an exception may be granted by the Dean of the Graduate School. (b) If a student is classified as a graduate student and is required to take undergraduate courses for the graduate degree, either a minimum of nine undergraduate prerequisite hours or a minimum of three graduate hours and six undergraduate hours must be taken to qualify for a graduate assistantship.
3. The student's performance is determined to be unsatisfactory by the employing academic unit.

The office of the Dean of the Graduate School must be notified, in writing, by the employing academic unit upon termination of any Graduate Assistants and Fellows.

## **RIGHTS AND RESPONSIBILITIES**

The Graduate Assistant/Fellow will be notified in writing of all decisions that affect his or her status as an assistant/fellow. Advance notification of evaluation procedures and a summary of the completed evaluation will be provided each affected individual.

It is important to resolve, as early as possible, any disagreement that may arise between assistants/fellows and immediate supervisors. Should a problem arise in the work assignment, the graduate student has the right to initiate a grievance or to appeal a decision through the channels specified below.

The student shall first inform the immediate supervisor of the problem and, if necessary, appeal to the department chair or dean of the discipline. If the matter cannot be resolved in an informal manner, the following formal grievance procedure shall be followed:

1. If the grievance cannot be resolved in discussion with the immediate supervisor, a formal, written complaint must be filed with the Department Chair within three (3) working days after the conference described above. The Department Chair must give a written decision on the grievance within three (3) working days after receipt of the complaint.
2. If the grievance is not resolved with the Department Chair, a written appeal may be filed with the dean of the discipline not later than three (3) working days of receipt of the Department Chair's written decision on the grievance.
3. If the grievance is not resolved with the dean of the discipline, a written appeal may be filed with the Dean of the Graduate School not later than three (3) working days of receipt of the dean of the discipline's decision on the grievance. The decision of the Dean of the Graduate School is final.

## **Appendices**

Appendix 1: Application for Graduate Assistantship or Fellowship

Appendix 2: Financial Summary Sheet

Appendix 3: Job Performance, Duties and Evaluation

Appendix 4: Application for Summer Tuition Scholarship

**TROY UNIVERSITY  
APPLICATION FOR  
GRADUATE ASSISTANTSHIP OR FELLOWSHIP**

To complete your application, you must attach:

1. Resume or Curriculum Vitae
2. Copy of Application for Graduate Admission
3. Copy of all transcripts.
4. Additional requirements of the department (refer to the website.)

**COMPLETED APPLICATION PACKETS ARE DUE NO LATER THAN FEBRUARY 15.**

In the event a Graduate Assistantship or Fellowship becomes available during an academic year, previously unsuccessful applicants and new applications will be considered.

Name: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_  
 Email: \_\_\_\_\_ Beginning date of Graduate studies: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Intended graduate program of study: \_\_\_\_\_ Concentration : \_\_\_\_\_

List any other financial aid, scholarships, grants, or funding amounts that you have applied for or are currently receiving:

\_\_\_\_\_

**EDUCATION**

College or University	Degree	Date Received	Location	Major & GPA

Please return completed form and transcripts of all academic work to the OFFICE OF THE DEAN OF THE COLLEGE THAT YOU ARE APPLYING. NOTIFICATION OF AWARD WILL BE APRIL 15.

I hereby affirm that all information is complete and accurate and I understand that withholding information requested or giving false information shall render me ineligible for a Graduate Assistantship or Fellowship. I further agree to comply with all policies and procedures of the University.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**To be completed by University Personnel ONLY.**

Name of immediate Supervisor	Signature Requested	Recommended/ Not	\$ Amount Requested
<b>Dean of College</b>	<b>Signature</b>	<b>Recommended/ Not</b>	
<b>Dean of Graduate School</b>	<b>Signature</b>		

**TROY UNIVERSITY  
GRADUATE ASSISTANTSHIP/FELLOWSHIP  
FINANCIAL SUMMARY SHEET**  
(This form must be attached to Application and Personnel Action form.)

**Student Name:** \_\_\_\_\_

**Position Applying for:** \_\_\_\_\_

**Budget Unit applying with:** \_\_\_\_\_

**Period Covered by Assistantship/Fellowship:** \_\_\_\_\_

**Graduate Degree Sought:** \_\_\_\_\_

**Immediate supervisor:** \_\_\_\_\_

**To be completed for Graduate Assistantships only.**

Type of Assistantship: \_\_\_\_\_ Administrative (\$7,000) \_\_\_\_\_ Research (\$7,500) \_\_\_\_\_ Teaching (\$8,000)

Amount Allowed	\$ Amount Requested	Budgeted (Yes/No)	Budget Line Name & Number (e.g. 6013 GA Administrative; 6032 GA Research; 6033 GA Teaching)	Total "Allocated Budget" Amount

Is Institutional Scholarship equal to Out-of-State Tuition waiver amount Requested: \_\_\_\_\_ NO \_\_\_\_\_ YES  
Estimated Amount \$ \_\_\_\_\_ (How to calculate: # of sh for AY x Current semester hour rate)

**Signature of Chair/Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

**This section to be completed for Graduate Fellowships only.**

Type of Fellowship: \_\_\_\_\_ Administrative (Not to exceed \$18,000) \_\_\_\_\_ Research (Not to exceed \$18,000)

External Funding Source: \_\_\_\_\_

Is Project Awarded and is Funding Secured? \_\_\_\_\_

Are TROY matching funds required? \_\_\_\_\_ NO \_\_\_\_\_ YES Estimated Amount \$ \_\_\_\_\_\*  
(\* How to calculate: # of sh for AY x Current semester hour rate)

Is the TROY Foundation involved? \_\_\_\_\_ NO \_\_\_\_\_ YES Complete last section on page.

**Provide Accounting Information for Grant or Contract**

\$ Amount Allowed	\$ Amount Requested for Grant Account	Budgeted (Yes/No) in Submitted Grant	Budget Line Item Name & Number (Indicate one line item number per line)	Total "Allocated Budget" Amount
\$	\$			\$
\$	\$			\$

**Use sections below only if matching funds are required for grant or contract.**

**Troy University Accounting Information**

\$ Amount Allowed	\$ Amount Requested	Budgeted (Yes/No)	Budget Line Name & Number	Total \$ Amount in Budget line number
\$	\$			\$
\$	\$			\$

Budget revision (if needed) must be attached.

**Signature of Contract/Grant Office** \_\_\_\_\_ **Date** \_\_\_\_\_

**TROY UNIVERSITY**  
**GRADUATE ASSISTANTSHIP/FELLOWSHIP**  
**JOB PERFORMANCE, DUTIES AND EVALUATION**  
*Conduct Each Semester*

**STUDENT:** \_\_\_\_\_

**IMMEDIATE SUPERVISOR:** \_\_\_\_\_

**PERIOD COVERED:** \_\_\_\_\_

**JOB DUTIES:** (To be completed by the immediate supervisor in conference with the Graduate Assistant/Fellow.)

1. Describe clearly what is expected of the graduate assistant/fellow on a routine basis.
  
2. Describe special projects that you may require of the graduate assistant/fellow.
  
3. When should the graduate student contact you, daily, weekly, on what schedule?

\_\_\_\_\_  
*Immediate Supervisor / Date*                      *Graduate Assistant/Fellow / Date*  
 (Signed copy provided to the Graduate Assistant/Fellow; Original to file)

**PERFORMANCE:**

4. Please indicate the extent you agree or disagree with the following statements:

<i>To what extent has the graduate assistant:</i>	<i>Not Required</i>	<i>Strongly Disagree *</i>	<i>Disagree *</i>	<i>Agree</i>	<i>Strongly Agree</i>
<i>...demonstrated adequate skills for the job required.</i>					
<i>...demonstrated adequate research skills</i>					
<i>...been available when attention to a task/project was required.</i>					
<i>...completed assignments accurately.</i>					
<i>...completed assignments on time.</i>					
<i>...met overall expectations.</i>					

5. I recommend:    \_\_\_ continuing the student's assistantship/fellowship  
                              \_\_\_ not continuing the student's assistantship/fellowship\*

**REMARKS:** [\*Please note specifics that support your response for items that are marked with an asterisk. In those events, also note the dates that you discussed shortcomings with the student].

My signature acknowledges that I have read the evaluation, but does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of the evaluation.

**Student's Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

Copies:

1. Supervisor's original to be sent to the Office of the Dean of the Graduate School.
2. Copy to be kept in department file.

**MEMORANDUM OF APPLICATION**

**TO:** Dr. Dianne L. Barron  
Associate Provost and Dean, Graduate School

**FROM:** \_\_\_\_\_  
First Name Last Name

\_\_\_\_\_  
Troy Student ID Number

\_\_\_\_\_  
Name of Department/Office of Supervision

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Telephone Number

**DATE:** \_\_\_\_\_

**SUBJECT:** Summer In-state Tuition Scholarship for Graduate Assistants

Please provide a Memorandum of Application to include the following information:

1. State your request and why the scholarship is important to you
2. List the degree program you are admitted to
3. List the courses and semester hours you plan to take during the summer
4. Provide the number of semester hours remaining to complete your degree
5. Provide your current grade point average as of December 31 (Note: If the GPA for the spring semester falls below 3.0, you are no longer eligible to be a Graduate Assistant and will not qualify for the Summer GA scholarship)
6. Attach a copy of your current transcript (December 31)
7. Attach a copy of your current Spring Course Schedule

NOTE: There is no guarantee that your application will lead to the award of a summer in-state tuition scholarship for Graduate Assistants.

Submit your Memorandum of Application to:  
Office of the Graduate Dean  
011 Adams Administration Building  
Troy, Alabama, 36082  
(334)670-3189

*Attach your Memorandum of Application to this form.*