

TROY UNIVERSITY

GUIDELINES FOR SUPERVISORS OF GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

AOP-10-28-08-01B



APPROVED BY: ACADEMIC STEERING COMMITTEE, OCTOBER 28, 2008

OPR: DR. DIANNE BARRON

2008

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Guidelines for Supervisors Directing Graduate Assistantships and Fellowships

These guidelines are provided for deans, associate deans, chairs, and all faculty members supervising or directing Assistantships and/or Fellowships. Please read carefully.

STUDENT APPLICATION PROCESS

Students who are interested in applying for a College's posted Graduate Administrative Assistant, Graduate Teaching Assistant, Graduate Research Assistant, Graduate Administrative Fellow or Graduate Research Fellow should print an Application for Graduate Assistantship or Fellowship from the Graduate School webpage under Financial Aid (<http://www.troy.edu/graduateschool/financialaid.htm>). The student should attach a resume, copy of Application for Graduate Admission, or notification of acceptance to the Graduate School, copy of all undergraduate and graduate transcripts (if applicable) , any additional information required by the department, and return to the office that lists the position opening.

All applications are due to the office of the Dean of the Graduate School no later than February 15th for fall awards. Awards that occur during the remainder of the year will be handled on a case-by-case basis.

AWARD AND NOTIFICATION

It is the responsibility of the dean of the discipline to assure that the draft award notification letter is prepared and transmitted electronically to the office of the Dean of the Graduate School for final preparation and signature by the Chancellor (The letter is prepared by the department secretary and emailed to bsasser@troy.edu). This letter is known as the "Assistantship/Fellowship Award letter." The draft award letter must be attached (in addition to being submitted electronically) to the Personnel Action Form, approved Request for Personnel Form, Application, application attachments, department specific requirements, and Financial Summary Sheet. A copy of the award letter templates are attached and may be downloaded from the Graduate Program webpage (<http://www.troy.edu/graduateschool/financialaid.htm>).

The wording of the assistantship/fellowship award letter is extremely important (see Appendix 4 and 5 for sample award letters). The award letter is the official University document notifying the recipient of employment, scholarships and Troy University's expectations. This

letter will also be the primary document to be reviewed by the IRS if any questions should arise regarding the legal nature of the financial aid payments, whether the issue should arise through an audit of Troy University or through an audit of the individual's tax return.

University-funded monthly assistantships and institutional scholarship funding (equivalent to out-of-state tuition) will be initiated at the beginning of each academic year for that full academic year. In the event that an assistantship/fellowship becomes available during an academic year, all interested students may apply. See "Student Application Process".

Submit the following items along with the prepared letter for the Chancellor's signature to the office of the Dean of the Graduate School:

1. The Application for Graduate Assistantship or Fellowship must be complete
2. Copy of Resume or Curriculum Vitae
3. Copy of all transcripts
4. Department-specific additional requirements
5. Completed Financial Summary Sheet
6. Application must be signed by:
 - a. Supervisor
 - b. Dean of the College
7. Copy of approved Request for Personnel
8. Completed Personnel Action form for signature

Awards are announced via mail on April 15 through the office of the Dean of the Graduate School.

See Appendix 1 for Timeline for Graduate Assistantships and Fellowships.

REQUIRED RECORD KEEPING

In order to ensure that all official scholarship documentation is available for future audits, a copy of the signed award letter and Financial Summary Sheet should be attached to every Assistantship/Fellowship Application form and held in the office of the Dean of the Graduate School. All personnel related paperwork will be held by the office of Human Resources.

RESPONSIBILITIES FOR DIRECTING GRADUATE ASSISTANTSHIPS AND FELLOWSHIPS

The Program Director is responsible for scheduling a counseling session with the Assistant/Fellow prior to commencing work and completing the “Job Duties” section of the Graduate Assistantship/Fellowship Job, Duties and Performance Evaluation form, defining in detail the duties, expectations, and special projects that are requirements of the Graduate Assistant/Fellow position. Both the Graduate Assistant/Fellow and Program Director must sign the form and the Graduate Assistant/Fellow be given a copy.

During the semester, the faculty supervisor will conduct planned and periodic evaluations of the student’s performance.

At the end of each semester, all Graduate Assistant/Fellow will be formally evaluated by their Program Director and recommended for continuation or termination.

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 15th** 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 7. Students must be registered for summer classes to be considered.

Appendices

Appendix 1: Timeline for Graduate Assistantship and Fellowship

Appendix 2: Application for Graduate Assistantship or Fellowship

Appendix 3: Financial Summary Sheet

Appendix 4: Sample Award Letter for Graduate Assistantship

Appendix 5: Sample Award Letter for Graduate Fellowship

Appendix 6: Job Performance, Duties and Evaluation

Appendix 7: Application for Summer Tuition Scholarship

Timeline for Graduate Assistantship and Fellowship

- Aug. – Dec. Recruitment and advertising for Graduate Assistant and Fellow should begin in the fall of the year prior to attending graduate school.
- NLT Jan. 15 A request for a Graduate Assistantship position must be submitted and approved prior to accepting any student applications for the graduate assistantship position. Cut off date for a position request is January 15th.
- February 15 Students submits Graduate Assistantship/ Fellowship Application Package to office that has a vacant position. Packages should include: 1) Graduate Assistantship/Fellowship application; 2) Resume; 3) copy of Graduate Admission; 4) copy of all transcripts; 5) additional requirements of the department.
- February 16 The office receiving the application sends all applications to the college’s Graduate Assistantship Selection Committee.
- The Graduate Assistantship Selection Committee reviews applications and makes selection recommendations to the Dean. [It is recommended that all “Immediate Assistantship/Fellowship Supervisors” serve on this committee.]
- February 28 Dean of the College forwards selected applicants’ application packages to the appropriate Department Chairs. Department Chair completes the Financial Summary Sheet and verifies package is complete and accurate. Chair gets the Graduate Assistant/Fellow’s “immediate supervisor” to sign the application form. The completed packages of the committee’s recommended selections are sent to the Dean of the college for endorsement and signature.
- March 15 The Department Chair verifies total dollars are available in requested accounts and routes all selected Graduate Assistant/Fellowship application packages to the office of the Dean of the Graduate School for signature. A copy of the approved Request for Personnel Form and the original Personnel Action Form must be attached.
- March 20 Director of Human Resources reviews, signs application forms and forwards the application back to Dean of the Graduate School.
- March 25 Dean of the Graduate School reviews, signs and forwards all packages to the ExecutiveVice Chancellor for signature. [Director of Grants and Contracts will also review all Fellowship applications prior to sending to the ExecutiveVice Chancellor.]
- April 5 All packages are returned to the Dean of the Graduate School from the Executive Vice Chancellor. The original Graduate Assistantship/Fellowship files are created and held in the office of the Dean of the Graduate School.
- April 10 The original [top page] *Personnel Action* paperwork is routed to the Director of Human Resources.
- April 10 Copies of the approved and signed Graduate Assistantship/Fellowship Applications, Financial Summary Sheets, and personnel paperwork are then routed to the dean of each college.
- April 15 Acceptance letters are sent to all students by the Chancellor. This process will be coordinated by the Office of the Dean of the Graduate School.

1st day of Semester

On the first day of the semester, all Graduate Assistants/Fellows must meet with the Supervisors and arrange a time to define job duties, expected job performance expectations, and review the evaluation process.

End of each Semester

All Graduate Assistants/Fellows are evaluated by their Supervisors. The original Supervisor’s evaluation will be kept on file in the office of the Dean of the Graduate School. The student is to receive an original copy.

**TROY UNIVERSITY
APPLICATION
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
Dean of College	Signature	Recommended/ Not	
Dean of Graduate School	Signature		

**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 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 section 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 _____

SAMPLE AWARD LETTER FOR GRADUATE ADMINISTRATIVE, TEACHING, RESEARCH ASSISTANTSHIP

THIS LETTER IS PREPARED BY THE DEPARTMENT SECRETARY OF THE DISCIPLINE AND EMAILED to bsasser@trov.edu

Name
Address
City, State, Zip

Date

Dear (Ms./Mr. Student),

I am pleased to offer you an appointment to a Graduate (Administrative, Teaching or Research) Assistantship in the (Name of College) at Troy University. Your appointment will be for the period (normally August 1, 200X) to (normally July 31, 200X). During this period, you will receive a monthly payment of \$, not to exceed \$ for the year. Your appointment [DOES NOT] includes a waiver of out-of-state tuition for this period. Your supervisor will be Dr. .

As a Graduate Assistant, you will be given a service assignment by your Supervisor. The service provided will be designed to enhance your professional development, as well as to contribute to (administrative, teaching, or research) mission of the University. The remainder of your effort should be devoted to carrying out those activities required by your graduate program, including the original research necessary to fulfill thesis requirements.

Appointment as a Graduate Assistant is available only to students with an excellent academic record. You must remain in good standing and make satisfactory progress toward your degree in order to continue as a Graduate Assistant. This appointment is intended to help you to be a full-time student, immersed in your graduate program.

Accordingly,

- 1. You must register for, and satisfactorily complete, at least 6 semester hours of approved graduate work each term.
2. You may not engage in any other remunerated activities either on or off campus. Exceptions to this rule are rare and require prior approval in writing by the Dean of the Graduate School.
3. You may be terminated at any time due to unsatisfactory work performance or other reasonable cause.

Appointments as a Graduate Assistant end on July 31. If recommended by the Supervisor, your appointment may be renewed. At the end of each year, you must provide the Supervisor with a report of your activities as a Graduate Assistant and attach each semester's evaluation.

I hope that you will accept this offer by signing this letter in the space below and returning it to the office of the Dean of the Graduate School as soon as possible.

Sincerely,

Jack Hawkins, Jr., Ph.D.
Chancellor

I have read the above terms and conditions. I accept the Troy University graduate appointment specified.

Student Signature

Date

SAMPLE AWARD LETTER FOR GRADUATE ADMINISTRATIVE AND RESEARCH FELLOWSHIP

THIS LETTER IS PREPARED BY THE DEPARTMENT SECRETARY OF THE DISCIPLINE AND EMAILED TO bsasser@troy.edu

Name
Address
City, State, Zip

Date

Dear (Ms./Mr. Student),

I am pleased to offer you an appointment to a Graduate (*Administrative* or *Research*) Fellowship in the _____ (*Name of College*) at Troy University. Your appointment will be for the period (*normally August 1, 200X*) to (*normally July 31, 200X*). During this period, you will receive a monthly payment of \$_____, not to exceed \$_____ for the year. Your appointment [DOES NOT] includes an Institutional Scholarship (equivalent to waiver of out-of-state tuition in the amount of \$_____ for this period. Your supervisor will be Dr. _____.

As a Graduate Fellow, you will be given a service assignment by your Supervisor. The service provided will be designed to enhance your professional development, as well as to contribute to (*administrative or research*) mission of the University. The remainder of your effort should be devoted to carrying out those activities required by your graduate program, including the original research necessary to fulfill thesis requirements.

Appointment as a Graduate Fellow is available only to students with an excellent academic record. You must remain in good standing and make satisfactory progress toward your degree in order to continue as a Graduate Fellow. This appointment is intended to help you to be a full-time student, immersed in your graduate program.

Accordingly,

1. You must register for, and satisfactorily complete, at least 6 semester hours of approved graduate work each term.
2. You may not engage in any other remunerated activities either on or off campus. Exceptions to this rule are rare and require prior approval in writing by the Dean of the Graduate School.
3. You may be terminated at any time due to unsatisfactory work performance or other reasonable cause.

Appointments as a Graduate Fellow end on July 31st. If recommended by the Supervisor, your appointment may be renewed. At the end of each year, you must provide the Supervisor with a report of your activities as a Graduate Fellow and attach each semester's evaluation.

I hope that you will accept this offer by signing this letter in the space below and returning it to the office of the Dean of the Graduate School as soon as possible.

Sincerely,

Jack Hawkins, Jr., Ph. D.
Chancellor

I have read the above terms and conditions. I accept the Troy University graduate appointment specified.

Student Signature

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. Degree program.
3. Courses and semester hours you plan to take this summer.
4. The number of semester hours remaining in the completion of your degree.
5. Your current grade point average as of December 31 (Note: If your GPA for the spring semester falls below 3.0, you will not qualify for the Summer GA scholarship or as a Graduate Assistant.)
6. Attach your current transcript (December 31).
7. Attach 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: 219 Adams Administration Building,
Troy, Alabama, 36082 (334)670-3189

Attach your Memorandum of Application to this form.