



Graduate Assistant Handbook and Policy Manual

Fall 2011

OFFICE OF GRADUATE STUDIES
UNIVERSITY OF WISCONSIN OSHKOSH*800 ALGOMA BLVD*OSHKOSH WI 54901-8621
(920) 424-1223* FAX (920) 424-0247

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Section One: Graduate Assistantships at UW Oshkosh

Preface

“Graduate Assistant” is a formal title, defined in the [University of Wisconsin System Unclassified Personnel Guidelines](#) “used primarily in the university clusters...as...a graduate student who has been assigned responsibilities in an instructional department.” Graduate assistants are salaried, non-represented employees of UW Oshkosh. (Graduate students can be employed as student assistants – hourly employees – but they are not graduate assistants).

Graduate degree programs are designed to transform graduate students into professional scholars. A well-planned and executed graduate assistantship will help facilitate this transformation. The primary goal of a graduate assistantship is to aid in the prompt and successful completion of his or her graduate degree program.

Graduate assistantships enable graduate students to enroll full-time in graduate degree programs, so they may complete their degree programs more quickly and participate in the benefits of full-time involvement in study and academically related pursuits at the University. At UW Oshkosh, graduate assistants are employed in the following departments/colleges:

- College of Business
- College of Education & Human Services
 - Curriculum & Instruction Department
 - Educational Foundations Department
 - Human Services & Educational Leadership Department
 - Professional Counseling Department
 - Project Success
 - Reading Education Department
 - Reading Study Center
 - Special Education Department
- College of Letters & Science
 - Biology Department
 - Aquatics Research Lab
 - English Department
 - Mathematics Department
 - Public Affairs Department
 - Psychology Department
- College of Nursing

Graduate Assistant Salaries and Benefits

If appointed to a graduate assistantship, recipients can be offered a contract for up to 20 hours per week. Graduate assistantship salaries are considered wages and must be reported as taxable income. The University determines the salaries and is required to withhold

income taxes. Non-resident graduate assistants qualify for a waiver of non-resident tuition if their contract is for at least .3375 FTE (13.5 hours/week). Out-of-state tuition waivers are contingent upon available funding. These waivers are considered “tuition scholarships” and are also taxable income.

For academic year 2011-12, the following are typical graduate assistant salaries based upon a base salary of \$20,433 for graduate assistants:

.25 FTE (10 hours/week)	\$5,108
.3375 FTE (13.5 hours/week)	\$6,896
.375 FTE (15 hours/week)	\$7,663
.50 FTE (20 hours/week)	\$10,217

Contracts may be issued for the fall and/or spring semesters. There is no automatic entitlement to a contract for subsequent term appointments.

If the funding source for an assistantship is an external grant or contract, employment is contingent upon availability of funds to the grant’s account. Summer, Spring and Fall assistantships are available through select grant-funded programs only.

Fringe benefits (Appendix B) are available for graduate assistants who work at least 13.5 hours/week (.3375 FTE) and include health insurance, dental insurance, and a death benefit at minimal cost to the graduate student. Graduate assistants may contact the UW Oshkosh Human Resources Office for further information.

Graduate assistants are not eligible for vacation, personal holiday, sick leave (including family leave), or unemployment benefits. Graduate assistants are entitled to the same official holidays as other University academic personnel. If their assistance is required by supervisors during such periods, arrangements should be made to compensate them by reducing hours from duties during slower/less needed times. This contingency should be presented to the prospective graduate assistant prior to issuance of the contract letter. Work schedules should be arranged at the beginning of each semester so there is no conflict with the graduate assistant’s class schedule, but meet the needs of the department.

Developing a Graduate Assistantship Position

The graduate assistant is both a student and an employee. Graduate studies and assistantship responsibilities should complement each other. Work assignments for each type of assistantship should be as specific as possible, and such specifications should be provided in writing at the time the contract offer is made. In situations where the work assignment cannot be specifically described or must be changed from the initial assignment, the graduate assistant should be clearly informed before agreeing to or continuing in the assignment.

Guidelines for determining work assignments for graduate assistants:

1. Assistantships serve graduate students and the University when they are used as an integral part of graduate education. Assistantships should not detract nor distract a graduate student from pursuing his/her graduate education.
2. Graduate assistant assignments should enhance graduate students' education by exposing them to the professional activities and concerns of their discipline, involving them in university activities related to their academic and professional interests, and giving them opportunities to work closely with faculty and other university professionals. This extensive experience is a valuable part of the professional development of graduate students.
3. Secretarial/clerical work is not to be assigned to graduate assistants.
4. Graduate assistants cannot be assigned teaching responsibilities. They may provide tutorial or lab assistance for a faculty member who is the instructor of record.

Possible Graduate Assistant Assignments

The following list is not all-inclusive. Duties vary by department, and all graduate assistants do not perform all of these assignments.

- Laboratory preparation and assistance
- Development and testing of laboratory experiments and instruments
- Assist faculty with research projects, e.g. data/bibliographic searches/library research
- Perform computerized data collection, coding, entry, analysis, interpretation
- Assist with in-class simulations
- Proctor exams
- Preparation of course materials
- Tutoring
- Grading assignments
- Graduate program alumni relations, including annual surveys
- Coordination/publication of a graduate program's newsletter
- Maintain a database of curriculum information related to a specific graduate program for future curriculum development efforts
- Animal colony coordinator
- Quantitative methods assistant
- Instrumentation coordinator

Responsibilities of the Hiring Unit

The hiring unit is responsible for reviewing graduate assistantship applications, interviewing qualified applicants, and recommending employment to the Office of Graduate Studies. The hiring unit is also responsible for informing qualified applicants who they interview, but are not hired that all positions have been filled. Graduate assistant appointments should be made as soon as possible so that both the graduate assistant and the hiring unit may plan effectively.

The hiring unit is responsible for ensuring that the assigned workload is academically appropriate. **Academic credit may not be given for graduate assistantship assignments or any work or service performed as part of the assigned duties for a graduate assistant.** Graduate assistants should not be assigned responsibilities for courses in which they are enrolled with the exception of laboratory preparation.

Graduate assistants are to work under the supervision of faculty who are experienced and knowledgeable in their field. Supervision of graduate assistants includes providing appropriate training prior to and during the assistant's assumption of responsibility for assigned tasks. The immediate supervisor for each graduate assistant should be identified as early as possible. If there is more than one supervisor per graduate assistant, the specific tasks to be performed for each and the role each supervisor will play should be identified.

Graduate assistants should be assigned appropriate space and equipment to enable them to carry out their assignments effectively. When preparing materials related to their assistantship assignments, assistants should have access to office and computer facilities as needed.

Whenever possible, each hiring unit should provide an orientation and in-service training for graduate assistants. Supervisors should assist graduate assistants in securing access to University resources and facilities. The hiring unit must also follow all applicable health and safety laws and regulations and educate the graduate assistant about them.

Hiring units will provide information about responsibilities, expectations, workspace, support services, etc. Standards of professional behavior is expected in assistantship positions and should outlined be in writing. Graduate assistants should be informed that their assistantship can be terminated prior to expiration of the period of service if the terms of the appointment are not met.

Responsibilities of the Graduate Assistant

Graduate assistants are responsible for knowing applicable departmental, college, and institutional regulations and for following them consistently. Regardless of the work assignment, graduate assistants are obligated to maintain standards of academic and employee honesty and integrity and to report violations of these to their graduate faculty supervisor. Recognizing that the assistantship is not a long-term position, graduate assistants should keep careful records of work assignments and should keep records accessible and organized so that decisions can be traced, results verified, and incomplete work finished after the assistantship ended.

Graduate assistants must maintain the required graduate enrollment required during each term of employment – minimum of 6 graduate credits, maximum of 12 graduate credits total during the 17-week semester. Credits can be taken during the 14-week, 10-week, first 7-week, second 7-week, or 3-week terms. If the graduate assistant is employed during the 8-week, first 4-week, and/or second 4-week, he/she must be enrolled in a minimum of 3 graduate credits. Undergraduate credit is not counted toward the necessary credit load required of graduate assistants. Any waiver of credit requirements must be submitted by the hiring unit to the Office of Graduate Studies for approval.

Graduate credits for a thesis, clinical paper, or field project may be included in the above totals for the initial term of the registration and only for one semester immediately following the registration term. Summer session registration for thesis, clinical paper, or field projects are not included, i.e. a spring registration would “count” toward the following fall semester.

Additional responsibilities of the graduate assistant include the following:

1. Maintain full academic standing in their UW Oshkosh graduate degree program (a minimum cumulative graduate grade point average of 3.0). Failure to do so will result in termination of the graduate assistantship.
2. Show satisfactory progress toward degree completion, as defined by the graduate program.
3. Perform graduate assistantship duties satisfactorily, as defined by the immediate supervisor or department and position description.
4. Maintain appropriate standards of academic conduct.
5. Honor the terms of the contract agreement.

Failure to comply with employment and academic requirements may result in termination.

Joint Responsibilities of the Graduate Assistant and the Hiring Unit

The first priority of all graduate assistants must be satisfactory progress in their graduate program. At the same time, acceptance of an assistantship is predicated on the belief that satisfactory progress can be concurrently achieved in work assignments and graduate programs. Collaborative efforts between graduate assistants and their supervisors should be focused on the goal of satisfactory performance in both of these areas.

After accepting a UW Oshkosh graduate assistantship offer, students are required to obtain a written release from the hiring unit before accepting a different UW Oshkosh offer. The responsibility for compliance with this resolution rests with the hiring unit offering the graduate assistantship and the graduate students accepting them.

Employment Eligibility for Graduate Assistantships

To be eligible to receive a graduate assistantship, a graduate student must satisfy all the requirements listed below. A graduate student is not eligible to hold an assistantship in an academic department in which there is a program to which the student has been denied admission. Graduate assistantships are awarded on a competitive basis by academic departments to domestic or international students who are admitted to UW Oshkosh graduate degree programs. Financial need is not a consideration in the selection process. To be minimally eligible for consideration, a graduate student must:

- Be admitted in full standing in a UW Oshkosh graduate degree program; the graduate degree is conferred by UW Oshkosh.
- Enroll in a minimum of 6 graduate degree credits, maximum of 12, and remain in good academic standing during each term of employment. Credits for a thesis, clinical paper, or field project may be included toward these totals for the initial term

of registration and only the one following semester (summer session not included; spring registration will be included for the following fall semester).

- Submit an application for a graduate assistantship with an updated resume every academic year for which he/she is seeking employment.
- Submit the Selective Service Compliance Form if you are a male graduate student who is 18 but not yet 26 years of age (Appendix G).
- Also, see Responsibilities of the Graduate Assistant on page 4.

Conditions

A graduate assistant is expected to make steady progress toward the completion of his or her graduate degree. A graduate assistant contract may be no more than 20 hours per week.

Graduate assistants are not allowed to teach courses nor to enroll in courses for which they are assigned responsibilities. Also, hiring units should not assign responsibilities to a graduate assistant for a course in which they are enrolled. The exception to this is laboratory preparation.

If a graduate assistant or a graduate assistant applicant is on academic probation or is not in full standing within the degree program, they are not eligible for a graduate assistantship or for hiring renewal/reappointment.

A graduate assistant is required to be on campus for the same work periods as faculty and staff. They are entitled to official holidays and normal break periods between academic sessions. The specific work schedule is at the discretion of the immediate supervisor. Work schedules should be arranged at the beginning of the semester so there are no conflicts with the graduate assistant's class schedule.

Applying for a Graduate Assistantship

Applications for graduate assistantships are accepted anytime (Appendix F). It is recommended that applications be turned in as early as possible as most available positions are filled by April 15 for the following academic year. Graduate students are required to reapply for an assistantship for each year he/she is seeking employment. For the most current application form, please visit the [Graduate Studies website](#).

If an applicant is eligible for consideration for employment, their application is added to a pool of candidates according to field of graduate study. Applications will remain in the pool until the graduate student has received an assistantship or until the end of the academic year. The graduate assistantship pool is available electronically (via TitanFiles) to all hiring units and is not accessible to the general public. Applicants may request on their application form that they only be considered by specific academic departments.

Graduate assistantship applications are reviewed by the hiring units according to job qualifications and criteria such as academic records, experience, time available for work by applicants, relationship of assistantship work to the student's program, special abilities of the student (e.g., foreign language or computer skills, experience in operating research

equipment, etc). All applicants who are interviewed should be officially notified in writing of the decision about their hiring/non-hiring as soon as possible after decisions are made.

International Graduate Assistants

International students with a student visa may only work up to 20 hours per week on-campus and must be enrolled full-time. International graduate students holding a graduate assistantship may not accept other employment in excess of a total of 20 hours per week combined with an assistantship. International students who are graduate assistants are not allowed by INS regulation to work off-campus. International graduate students will need a Social Security Number (SSN) for employment as a graduate assistant. The UW Oshkosh Human Resources Office will help the international graduate assistant obtain an SSN.

The international graduate assistant contract end date cannot exceed the student's official program end date (contact the Graduate Studies Office for this date). For graduate students whose programs do not have a thesis/clinical paper/field project (T/CP/FP) option, the completion date is the official end date (not the commencement date) of the 14-week term, or the 17-week term if the student is required to register for interim. All enrollment must be for coursework required for the graduate program and cannot include non-degree or undergraduate courses. For graduate students with the T/CP/FP option, the completion is considered the date that the student *expects* to submit final copies of his/her T/CP/FP.

Contracting Process

The hiring unit originates the Graduate Assistant Appointment Form (Appendix C) or the Graduate Assistant Rehire Form (Appendix D) and is forwarded to the Office of Graduate Studies. After confirming Graduate Studies and University eligibility requirements using information obtained from the student's Graduate Assistant Application, the Office of Graduate Studies will sign and forward the Appointment or Rehire Form to Human Resources. The hiring form will be accompanied by the student's resume and a current unofficial transcript provided by the Graduate Studies Office.

Human Resources will then confirm employment eligibility and will send a contract letter via email to the student along with other information and forms requiring completion. Supervisors may request a copy of the contract by adding their email address next to their signature on the hiring form as indicated. Accepted contract letters must be submitted by the student to the Human Resources Office by the deadline stated in the contract letter. If contracts are not submitted to Human Resources by the deadline, the contract will be forfeited.

Acceptance of a contract for a graduate assistantship by a graduate student completes an agreement that both the student and the University expect to honor. The contract letter is sent to the student, supervisor (if requested), and to the Graduate Studies Office. The Office of Graduate Studies continuously monitors the records of graduate assistants to determine their eligibility for continued appointment.

Graduate assistants are usually contracted for the 17-week semester or the 34-week academic year. In general, graduate assistantships are not available during the summer session. A late hire date of a graduate assistant contract may affect eligibility for certain benefits. Graduate assistants may be employed in multiple assistantships up to a total of 20 hours/week.

Treatment of the Graduate Assistant

The graduate assistant deserves the courtesy of being treated as a professional in his/her chosen field of study and should be extended the following privileges:

- The graduate assistant should be notified in writing of all decisions pertaining to or affecting the status of his/her assistantship.
- The graduate assistant has the right to respond to complaints and to present evidence in his/her defense.
- The graduate assistant should be informed of a formal grievance procedure, and then have the right to initiate a grievance or to appeal a decision through the channels specified.
- The graduate assistant should receive sufficient advance notice of reappointment procedures.

Performance Evaluation

Work performance should be an ongoing process of communication between the graduate assistant and supervisor. Human Resources and the Graduate Studies Office recommend having an established performance review process for all graduate assistants.

Evaluation forms may be retained by either the hiring unit or the graduate assistant supervisor, whichever is the preference for each department. Any personnel inquiries about graduate assistants should be directed to the UW Oshkosh Human Resources Office. If Human Resources cannot respond to the inquiry, they will refer contractual information requests to the Office of Graduate Studies, and work performance inquiries to the hiring unit. The Office of Graduate Studies can provide contract period and salary information, but cannot speak knowledgeably about a graduate assistant's work performance.

Change in Appointment

The Office of Graduate Studies should be informed in writing via a Personal Transaction Form (PTF, Appendix E) of any change in appointment, e.g., changes in hours/FTE, salary, termination, etc. The Graduate Studies Office will review the form and update their records before forwarding it to Human Resources.

Reappointment

Reappointment to a graduate assistantship is not automatic. The potential, conditions, and procedures for reappointment should be made clear to the graduate assistants at the time the offer of an assistantship is made. Considerations for reappointment include the academic standing of the graduate assistant, his/her progress in a graduate program, and past performance.

Priority for reappointment/rehiring is given to those graduate assistants making progress toward completion of the degree and who perform their assistantship duties well. Criteria for reappointment are as follows:

1. Minimum overall GPA of at least a 3.00
2. Must be in full academic standing
3. Enrolled in a minimum of 6 graduate credits for each term of employment
4. Not have any "In Progress" (IP) grades for three semesters or more (does not include the summer term)
5. No more than two "Incomplete" (I) grades on their transcript
6. Length of time in the degree program

Reappointment is not automatic even if graduate assistants meet the minimum criteria. Rather, final decisions should be based on the graduate assistant's skills and qualifications, department needs, financial resources, equal opportunity/affirmative action, and the effort to provide as many graduate students as possible with assistantship opportunities.

The graduate assistant should receive sufficient advance notice of reappointment or non-renewal, and be informed of necessary procedures to respond in either case.

Resigning a Graduate Assistantship

If a graduate student resigns from his or her graduate assistantship before the end of the contract period, he/she should provide sufficient notice in writing to the hiring unit (two weeks or more is preferred). The graduate student should submit a letter of resignation to the hiring unit with a copy to the Office of Graduate Studies. The letter should include the date of the graduate assistant's last day of work. Be aware that resigning from a graduate assistantship may affect continuation of an out-of-state fee waiver and/or fringe benefits.

Automatic Termination Due to Academic Probation/Academic Suspension/Academic Misconduct

A graduate assistantship is automatically terminated by the Office of Graduate Studies when a graduate assistant is placed on academic probation or suspended from the University, or is found guilty of academic misconduct. (See relevant section of the [UW Oshkosh Graduate Bulletin](#)). Examples of academic misconduct include, but are not limited to the following:

- Cheating on an exam
- Plagiarism
- Stealing exams or course work/materials
- Intentionally damaging the work of others

- Fabricating data in any academic area
- Falsifying or forging documents
- Assisting another student(s) in these acts

Termination of a Graduate Assistantship by the Hiring Unit

Before termination for unsatisfactory performance, graduate assistants must receive from their immediate supervisor written notice of specific deficiencies in performance, as well as detailed suggestions for improvement. Graduate assistants should receive at least two written warnings with adequate opportunity in between to improve performance. If unacceptable performance continues, and a decision is made to proceed with termination of the assistantship, then the hiring unit must give the graduate assistant a pre-termination hearing. The hearing should consist of oral or written notice of the charges against the graduate assistant, and explanation forming the basis for the dismissal, and an opportunity to present reasons, either in person or in writing, why the termination should not take place. After these proceedings, the hiring unit should notify the Human Resources Office of the outcome of the hearing.

If the hiring unit terminates the assistantship before the end of the contract period, the graduate student must be advised in writing of the termination (minimum of two weeks notice) and grievance procedures available at the department and College levels, as well as the Graduate Assistantship Grievance Procedure. Appeals arising from suspension or dismissal for disciplinary reasons will be processed under the UW System disciplinary code and UW Oshkosh provisions. Appeals for a sexual harassment complaint will be processed according to the appeal procedures specified in the UW Oshkosh Sexual Harassment Policy. Please see section two of this handbook for a list of policies.

Principles and Procedures for Termination of a Graduate Assistantship

A graduate assistantship may be terminated by the hiring unit for failure to follow these principles and procedures.

1. Failure to report for work on the reporting date specified in the offering letter or contract constitutes grounds for immediate termination of the assistantship, with no remuneration, at the discretion of the supervisor. Notification of such termination is to be sent immediately to the Office of Graduate Studies.
2. Absence from duties for one week or more without cause shall constitute grounds for immediate termination of the assistantship as of the date of the start of the unexcused absence.
3. A graduate assistant can be removed from a work assignment without notice if, in the opinion of the supervisor, continuation of the graduate assistant in that assignment poses a threat to the safety or well-being of the graduate assistant or of others. In such a case, the graduate assistant may be reassigned to other duties if another appropriate assignment exists within the hiring unit, or if not, may be given notice of termination.
4. A graduate assistant whose work performance is deemed to be unsatisfactory, but does not warrant change of assignment as in (3) above; and has been advised by his

or her supervisor as to the nature of the deficiencies in performance and the expectations of improvement.

If, in the judgment of the supervisor, the graduate assistant fails to show sufficient improvement in work performance over the period allowed for remediation, the supervisor may give the graduate assistant and the Office of Graduate Studies notice of termination. This notification must be in writing (email is acceptable via UW Oshkosh accounts), should indicate the reason(s) for termination, and must be submitted in duplicate simultaneously to the graduate assistant and to the Office of Graduate Studies. The notice must indicate the effective date of the termination which may not be more than 14 calendar days from the date upon which the notice is emailed to the graduate assistant's UW Oshkosh email address or mailed to his/her current local address as on file with the UW Oshkosh Human Resources Office.

Assessment of the quality of work performance is the sole responsibility of the hiring unit, and is an academic and professional judgment. However, the graduate assistant may dispute any facts or procedures relating to the termination. The graduate assistant may appeal the termination through appropriate departmental and/or College personnel procedures, and the Graduate Assistantship Grievance Procedure.

Graduate Assistant Grievance Procedure

The following grievance procedure is restricted to interpretation or application of established policies and procedures regarding graduate assistantships only. It does not apply to revocation of out-of-state fee waivers or fringe benefits related to a graduate assistantship.

Prior to filing a grievance, the graduate assistant is encouraged to seek resolution with his/her immediate supervisor, using informal discussion, collegial interaction and existing departmental structures to resolve conflicts and to remedy personal and professional concerns whenever possible. If the immediate supervisor is not a department head, the former shall notify the department head of the grievance and ensuing discussion.

If the grievance cannot be settled at the departmental level, the graduate assistant should consult the College in which the graduate assistant is employed whether there are personnel policies and procedures applicable for grievances by graduate assistants. If there are, the graduate assistant should submit his/her grievance to that review process.

If there are no College policies/procedures for graduate assistants, or there are such but the grievance cannot be resolved at the College level, the graduate assistant may initiate the Graduate Assistant Grievance Procedure. The grievance must be submitted in writing by the graduate assistant to the Provost and Vice Chancellor with copies to the supervisor, the hiring unit head, the College's Dean, and the Director of Graduate Services. The formal grievance must be filed within thirty (30) calendar days of the date when the occurrence of such grievance is first noted by the graduate assistant.

As soon as possible after receipt of the grievance, the Provost will convene an ad hoc committee of four Graduate Council members, each member representing one of the four Colleges and notify the graduate assistant and hiring unit as soon as a meeting time has

been set. None of the four Graduate Council Members may be from the hiring unit identified in the grievance.

1. The Committee's meetings will be closed. In addition to the Committee members, the only persons present will be the graduate assistant submitting the appeal, the head of the hiring unit, and no more than one additional person accompanying each of these two, to advise, observe, and counsel. This is not a legal proceeding, and there is no requirement that the graduate assistant be represented by legal counsel. However, if the graduate assistant chooses to be accompanied by such counsel, the representative of the hiring unit may be accompanied by the University's General Counsel. No other persons shall be present.
2. The graduate assistant and the head of the employing unit may each present his or her case orally. The Committee members have the option to ask questions for clarification as necessary. The two parties may also present written supporting documentation, which may include statements from other parties having knowledge relevant to the case. If either contests the facts as stated by the other, the person contesting shall have the opportunity to express the objection(s). Either party may call or question witnesses, and witnesses may be questioned by the Committee. Since the issues involved are academic rather than legal, the Committee will not be bound by strict rules of legal evidence, and may present written statements, affidavits, or other evidence or information pertinent to deciding the issues involved. A recording of the proceedings shall be maintained for a minimum of five years at the expense of the University. A duplicate recording will be available upon request by the graduate assistant during the period.
3. If the grievance involves termination of a graduate assistantship, and if the conclusion of the Committee is that the termination should be rescinded, the assistantship will be restored without break from the date of termination. The decision of the Committee is final; there is no further appeal process.
4. A graduate assistant whose assistantship is terminated should expect cancellation of any out-of-state tuition-waiver and/or fringe benefits.

Summary

Graduate assistantships are awarded on a competitive basis to graduate students who best meet the requirements set by the Office of Graduate Studies and the employing academic unit. The assistantship should not interfere with the student's educational objectives; rather, the assistantship should aid in the prompt and successful completion of the degree program while supporting the unit for whom he or she works. While the graduate assistant makes progress toward an advanced degree, he/she also receives work experience in a profession under the supervision of a faculty/department mentor. As such, graduate assistantships build confidence and helps them become better professionals.

Section Two: Graduate Assistantship Policies

Federal Immigration Reform and Control Act (IRCA)

The Federal Immigration Reform and Control Act (IRCA) of 1986 mandates that any graduate assistant employed by the University of Wisconsin Oshkosh after November 6, 1986 must either be a United States Citizen or possess current employment authorization from U.S. Immigration and Naturalization Service (INS). According to federal law, the graduate assistant must present original documentation of the U.S. citizenship or employment authorization within 3 days of the start of duties (the reporting date) or risk cancellation of the assistantship.

Graduate Assistant Grievance Policy

If a graduate assistant believes that he/she has been unfairly treated, he/she may file a formal grievance. The goal of a grievance is to have the problem be heard and resolved if at all possible in a timely manner. To initiate a grievance, the perceived offense should first be discussed, orally or in writing, with the individual(s) most directly involved. If no resolution results, the department Chair should be consulted. Every effort should be made to resolve the issue(s) at the department level and in accordance with sound academic policy and the welfare of all involved. If the grievance is not resolved at the department level, the Human Resources Office may be consulted.

An appeal may be made to the proper authority in response to how procedures were followed in reaching a decision. An appeal may be initiated by writing the appropriate school or college Dean. The appeal should (a) contain specific objections to the department's procedures and (b) be accompanied by copies of the correspondence exchanged between the two parties. The Human Resources Office should be notified of all grievances and be given copies of all documents pertaining to the issue and the resolution. See page 11 for the Graduate Assistant Grievance Procedure.

Student Discipline Code

UW Oshkosh students are subject in their behavior to the Wisconsin Administrative Code, as well as specific disciplinary procedures duly adopted for our campus. Specific provisions of Chapter 14, 17, and 18 of the Code can be found on the UW Oshkosh Division of Student Affairs website at <http://www.uwosh.edu/stuaff/images/student-discipline-code#>.

The UW-System disciplinary code and UW Oshkosh provisions are available to all students in the Dean of Students Office, Polk Library, Reeve Memorial Union Office, Oshkosh Student Association (OSA) Office, Residence Life Office, and in each residence hall. Any questions may be directed to the Dean of Student's Office, Dempsey 125, which administers the University's student discipline code.

UW Oshkosh Sexual Harassment Policy

The University of Wisconsin Oshkosh is committed to providing and maintaining an environment that respects and protects the rights of all its members. This commitment is reflected in the UW Oshkosh Sexual Harassment Policy found on the university's website at <http://www.uwosh.edu/shrg/policy.htm>. In approving this policy statement, the University community expresses its commitment to inform the campus community on this policy, to provide appropriate training and to follow through on all concerns that are presented relating to the environment for learning, working, and studying that is to be established and maintained at the University of Wisconsin Oshkosh.

Sexual harassment deprives its victims of rights guaranteed under Title VII of the Civil Rights Act of 1964. Sexual harassment has no place in an educational or any other community and will not be tolerated at the University of Wisconsin Oshkosh.

Appendix A
Graduate Assistantships at UW Oshkosh



OFFICE OF GRADUATE STUDIES
THE UNIVERSITY OF WISCONSIN OSHKOSH
Graduate Assistantships – Academic Year 2011-12 (Revised July 2011)

Definition:	Graduate Assistantships are work-based financial support awards. The award recipients are often referred to as "research assistants."
Function:	Graduate Assistants work in their academic field or in a closely related area. Functions include laboratory assistance, research, tutoring, proctoring, and other programmatic/academic oriented work. <u>Teaching and/or secretarial activity is not included in this description.</u>
Eligibility:	All students who have been admitted in full standing to a degree-producing program are eligible. Employment may not begin until the semester for which the graduate student is accepted into the degree-producing program. Recipients must enroll in at least six (6) graduate credits and must remain in good academic standing. Financial need is <u>not</u> a consideration in the selection process. These awards are competitive.
Employment:	<p>Recipients are contracted, salaried employees and are employed for up to a maximum of 20 hours/week. The period of employment is a 17-week semester, or a 34-week academic year. Graduate Assistantships are generally not available during the summer session. Common contracts are for .50 FTE, .375 FTE, .3375 FTE, and .25 FTE.</p> <p>A Graduate Assistant is an employee of the University, and his/her salary is taxable. For Graduate Assistants who work at least .3375 FTE or more for at least one semester, fringe benefits are available. Fringe benefits include health insurance, dental insurance, and a death benefit at minimal cost to the graduate student. Non-resident Graduate Assistants qualify for nonresident tuition waivers if their contract is for .3375 FTE (33% of full-time) or more.</p> <p>Employment as a Graduate Assistant may be contingent upon the successful outcome of a criminal background check. A Graduate Assistant may not begin employment until this background check has been completed. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record.</p>
Stipend:	Current (approximate) <u>academic year</u> stipends are .50 FTE--\$10,217; .375 FTE--\$7,663; .3375 FTE--\$6,896; .25 FTE--\$5,108.
Application Due Dates:	On-going.
For More Information:	<p>The application form is available on the Graduate Studies web site at http://www.uwosh.edu/gradstudies/financial-aid/graduate-assistantships.</p> <p>Or contact: Office of Graduate Studies 800 Algoma Blvd. D337 Oshkosh WI 54901 920/424-1211</p>

Note: Graduate students must submit a new graduate assistantship application for each academic year for which he/she is seeking employment. Applications for the 2011-12 academic year are accepted from February 1, 2011 through January 15, 2012. Early applications are encouraged as all available positions may be filled by April 15, 2011 for academic year 2011-12. Completed applications will be added to a pool of eligible graduate assistants until the end of the 2011-12 academic year or until a position has been accepted by the applicant. Decisions will be made on awards depending upon the availability of funding and the number of applications received.

Appendix B

Graduate Assistant Fringe Benefits – Effective AY 2010-11



GRADUATE ASSISTANT FRINGE BENEFITS—EFFECTIVE AY 2010-11

Graduate Assistants who are employed at least .3375 FTE for at least one semester are eligible for the following fringe benefits: 1) Health Insurance; 2) Dental Insurance; 3) Term Life Insurance; 4) Accidental Death and Dismemberment Insurance and 5) Vision Insurance. The Graduate Assistant is responsible for contacting the UW Oshkosh Human Resources Office **within the first 30 days of employment** to enroll for these benefits. Failure to enroll during this initial open enrollment will significantly reduce your insurance options and/or insurance eligibility.

Specific information on these plans can be obtained by attending one of the fringe benefit orientation sessions offered in late summer, prior to the beginning of the academic year. Graduate Assistants hired after the start of the academic year should contact the Human Resources Office, PH# 920/424-1166, Dempsey Hall Room 328, for an appointment. Prior to the orientation session, please consult the following website for a power-point presentation giving detailed information regarding the benefits offered:

<http://www.uwsa.edu/hr/benefits/newemp/orientgr.pdf>. Individual plan brochures and application forms are available at: <http://www.uwosh.edu/hr/Benefits/benefitapps.php>. If, after reviewing these materials, you wish to enroll in any of these plans you may print and complete the appropriate application form(s) and bring with you to the orientation session.

1. **Health Insurance:** A number of fine health plans are available if you enroll within your first 30 days of employment. Enrollment beyond your first 30 days of employment allows enrollment in the Standard Plan with higher premiums and 180 day waiting period for preexisting conditions.
2. **Dental Insurance:** There are several plans that provide dental benefits. Information may be obtained at the obtained at the fringe benefit information session or from the Human Resources Department. There are no regularly scheduled open enrollments beyond your initial 30 day eligibility period.
3. **Term Life Insurance:** Under this plan you can insure yourself, your spouse, and your dependent children. You may choose to purchase \$5,000, \$10,000, or \$20,000 for yourself. You may choose \$5,000 or \$10,000 for your spouse, provided the amount does not exceed your insurance, and either \$2,500 or \$5,000 for your children. Amounts which you purchase within 30 days after you are employed will be issued without evidence of insurability. Continuing employees have an annual opportunity to increase coverage without proving insurability.
4. **Accidental Death and Dismemberment Insurance:** This plan provides accident insurance protection for loss of life for you, your spouse, and children. Permanent and total disability protection is provided in the event you are wholly and continuously disabled for the remainder of your life. Payment is made for loss of sight and limb for you, your spouse, and children. Benefits under this plan are payable in addition to any other insurance you may have at the time of an accident. You may select any amount of coverage on specified increments from a minimum of \$25,000 to a maximum of \$250,000.
5. **Vision Insurance:** Provides partial payment to help you offset the costs of annual eye exams (which are also covered under Uniform Benefits), frames, lenses, and contact lenses. It also provides a discount refractive eye surgery at select locations. Spectera premiums are deducted from your payroll check “pre-tax”.

Appendix C
Graduate Assistant Appointment Form

UW Oshkosh
Graduate Assistant Appointment Form

Completed by: _____ Phone: _____ Email: _____

All hiring units must use this form for the initial appointment of a Graduate Assistant. The original copy will be filed in the employee's permanent personnel file with all credentials.

Part One - Background Information (Please Complete all Items)

1. Graduate Assistant's name: _____
2. Department/Program: _____
3. Social Security #: _____
4. Student ID #: _____
5. Date of birth: _____
6. Candidate's future campus phone number (needed for Directory) : _____
7. Campus e-mail address to send contract to: _____
8. Immigration or visa status (if applicable): _____
9. Address: _____

10. Highest degree earned: _____
11. Degree awarded by: _____

Part Two -- Contract Terms

1. Initial contract period: One Semester Only Academic Year

Actual Starting Date: _____ Actual Ending Date: _____

(All Fall and AY contracts begin on September 1; All Spring contracts begin on first day of semester; All contracts end on last day of 17-week semester)

2. Briefly describe the initial position responsibilities (Teaching and/or clerical activities cannot be assigned to graduate assistants):

3. Compensation and Budget Information (complete following table):

Compensation and budget information. Complete multiple lines if this is a split position. State the total compensation to be received during the initial contract period: \$_____.

<u>Hours per week</u>	<u>FTE</u>	<u>9 Month Base Salary</u>	<u>Account Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Maximum 20 hours per week / .50 FTE)

1. Identify any contingencies that should be specifically stated in the contract (e.g., availability of funding; visa clearance; completion of terminal degree; receipt of official transcripts; etc.):

- Admission to graduate degree program & in full academic standing
- Enrollment in 6 to 12 graduate degree credits during each term
- _____

2. Additional terms or conditions (if applicable):

Approval Signatures - Required

Supervisor (Faculty or Academic Staff) Date

For copy of contract, include your e-mail: _____

Dept. Chair/Dean Date

For copy of contract, include your e-mail: _____

Office of Graduate Studies Date

For copy of contract, include your e-mail: _____

Appendix D
Graduate Assistant Rehire Form

UW OSHKOSH
GRADUATE ASSISTANT REHIRE FORM

Name: _____ **Department/Program:** _____

Person ID # _____

(HR office use)

Campus e-mail address for contract: _____

Mailing Address: _____

(City/State/Zip) _____

FTE:	_____
	Pt. in time
CBC:	_____
3270:	_____
Report:	_____
Benefits/	
WRS	_____

TERMS OF CONTRACT:

Fixed Term Contract Period:

One Semester Only One Year Only

Actual Starting Date: _____ Actual Ending Date: _____

Hours/week (max.-20) _____ ÷ 40 = Annualized FTE _____

Base Salary: \$ _____ Actual Salary for contract period: \$ _____

Title: Graduate Assistant

Professional Responsibility (Teaching and/or clerical activities cannot be assigned to graduate assistants): _____

Contingencies (if any): Subject to funding; Admission to graduate degree program & in full academic standing; enrollment in 6-12 graduate degree credits during each term; _____

Account to be charged: _____ Unit: _____

COMMENTS: _____

Completed by: _____ Phone: _____ Email: _____

SIGNATURES:

Supervisor (Faculty or Academic Staff) Date

Dept. Chair/Dean Date

Office of Graduate Studies Date

Appendix E
Unclassified Staff Personal Transaction Form

Unclassified Staff Personnel Transaction Form
 University of Wisconsin Oshkosh *(Please Type)*

Completed paper work must be submitted to Human Resources Office
 by 7th calendar day of month.

Name _____ Person ID# _____ Unit/Department _____

I. Assignment Change. List **Current FTE** and **account number** or list **new FTE** (account number, if necessary). Then enter the salary equivalent of the **New FTE**; specify the **Begin** and **End** dates (*for academic year appointments see the academic calendar located on the Provost's website*) for each change and **secure proper signatures**.

	Current FTE	Account Number & Unit Name	New FTE	Salary New FTE	Begin/End Dates M/D/Y to M/D/Y
Summer I, II					to
Fall I, II, III					to
Spring I, II, III					to
Totals					

II. Additional Lump-Sum Payments: For full-time employees: An "overload payment" is to be used only when the work assignment is in addition to an employee's normal full-time job responsibilities and of an "unusual, short-term and non-recurring nature." The UW System maximum overload payment is \$12,000 per calendar year per institution, and the payment must be made in the calendar year the work is done. If overloads exceed \$12,000 in a calendar year, it is possible that the employee cannot be paid for the work. (Does not apply to those in an "acting or interim" position or to summer CAS)

Amount of Payment	Account No. Charged:	Date(s) of Payment	Dates of Service	Reason for Payment (Attach appropriate documents)

III. Staff Leaves & Terminations
 LOA (check type) without pay retraining sabbatical leave Professional Development Semester
 LOA Begin Date _____ End Date _____
 Resignation Date: _____ Retirement Emeritus Status Recommended _____ Deceased Other _____

IV. Miscellaneous
 Use this section for items not covered above, changes in: **Degree, Name, Salary Base, Title** (e.g. to chairperson, to asst. dean), **Academic Staff Title Change or salary equity increase.**
Explain change: _____
Current _____ **New** _____ **Effective Date (M/D/Y)** _____
(please show calculations for salary changes in the comments section below)

V. Comments

VI. PTF Prepared By: _____ **Phone:** _____ **Email:** _____

VII. Signatures

Recommended by Initiating Unit/Supervisor	Date	*Approved by Dean/AVC	Date
Grants Accounting/Director (check grant contract)	Date	Budget (\$ available for payment)	Date
HR (policy compliance)	Date	*Vice Chancellor/Chancellor (approval)	Date

*Two signatures are required if two units are involved in the change.

Appendix F

Application for Graduate Assistantship, Academic Year 2011-12

**RESUME MUST BE
SUBMITTED VIA E-MAIL
TO: gradschool@uwosh.edu**



**NOTE: YOU MUST SUBMIT A NEW
GRADUATE ASSISTANTSHIP APPLICATION
FOR EACH ACADEMIC YEAR FOR WHICH
YOU ARE SEEKING EMPLOYMENT.**

Application for Graduate Assistantship, Academic Year 2011-12

Term for which you are applying: Academic Year Fall 2011 only Spring 2012 only

Mr. Mrs. Ms. Other Student ID# (if known) _____

Name: Last _____ First _____ MI _____

If you are applying from an address within the United States:

Mailing Address: Number & Street _____

City _____ State _____ Zip _____

Permanent Address: Number & Street _____

City _____ State _____ Zip _____

Telephone: Landline Residence Phone: (_____) _____ Cell Phone: (_____) _____

If you are applying from an address outside of the United States:

Home Address

Mailing Address

(Please print complete addresses in the format most commonly used. Include all postal codes.)

UW Oshkosh Email address _____@uwosh.edu

ACADEMIC BACKGROUND:

Undergraduate Major _____ Degree/Year Awarded: _____

Graduate Program for which you are applying or have been accepted to at UW Oshkosh _____

EMPLOYMENT INFORMATION:

Are you presently employed? Yes No If yes, how many hours/week? _____

Are you presently employed at UW Oshkosh? Yes No If yes, where? _____

(Please summarize work experience, licensures, certifications, and skills, not identified on this application or your resume to further present your qualifications.)

SKILLS AND WORK PREFERENCES:

The list of competencies and work environment preferences that follow have frequently been found to be helpful in performing duties affiliated with graduate assistantships. Please answer honestly. Your responses will be used to better match your competencies and preferences with program needs.

Please rate your skill/experience level by marking the appropriate box, using the following ratings:

1 = limited skill/experience; 4 = moderate skill/experience; 7 = extensive skill/experience

Research/Instructional Support Skills	1	2	3	4	5	6	7
<input type="checkbox"/> Library Research/Literature Review							
<input type="checkbox"/> Data Entry/Coding							
<input type="checkbox"/> Proofreading/Editing							
<input type="checkbox"/> Professional/Scientific Writing							
<input type="checkbox"/> Using Audio-Video Equipment							
<input type="checkbox"/> Planning and Organizing							
<input type="checkbox"/> Customer Service							
<input type="checkbox"/> Telephone Skills							
Computer/Technology Support Skills							
<input type="checkbox"/> Macintosh Systems (System 7.5 or above)							
<input type="checkbox"/> Windows Systems (3.1/95/98/00/XP/2000/Vista)							
Software Applications (Please list specific applications)							
<input type="checkbox"/> Word Processing _____							
<input type="checkbox"/> Spreadsheet _____							
<input type="checkbox"/> Database _____							
<input type="checkbox"/> Presentation _____							
<input type="checkbox"/> Desktop Publishing _____							
<input type="checkbox"/> Web Page _____							
<input type="checkbox"/> Multimedia _____							
<input type="checkbox"/> Statistical _____							

Other Qualifications:

1. Full Standing admission in a master's degree program at UW Oshkosh.
2. Enrolled for a minimum of six graduate credits each semester at UW Oshkosh.
3. No more than one "Incomplete" course grade carried over to the next semester.
4. Employment as a Graduate Assistant may require a criminal background check. A pending criminal charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record.

If a position is not available in the graduate program to which I am admitted, I wish my application for assistantship to be considered by other departments. Yes No

Signature _____ Date _____

For further information, please call 920/424-1211. **MAIL COMPLETED/SIGNED APPLICATION TO: THE OFFICE OF GRADUATE STUDIES, UW OSHKOSH, 800 ALGOMA BLVD., OSHKOSH, WI 54901-8621 or FAX TO 920-424-0247.**

The University of Wisconsin Oshkosh is committed to recruiting, supporting and fostering a diverse community of outstanding faculty, staff and students, and is an AA/EEO Employer.

For Graduate Studies Office Use Only:		Program: _____	
Date Admitted: _____	Term Admitted: _____		
Full Standing <input type="checkbox"/>	Requires Degree Conferral: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Probation <input type="checkbox"/>	Denied <input type="checkbox"/>	Withdrew from Program (Date): _____	
Wisconsin Resident <input type="checkbox"/>	Non-Resident <input type="checkbox"/>	International <input type="checkbox"/>	Minnesota <input type="checkbox"/>
Current INS Classification: _____		Racial/Ethnic Heritage: _____	
		Male <input type="checkbox"/> Female <input type="checkbox"/>	

Appendix G

Statement of Selective Service Compliance for Graduate Assistant Employment



Office of Graduate Studies

Statement of Selective Service Compliance for Graduate Assistant Employment
(Effective February 1, 2003)

Information on Selective Service registration status must be provided as a condition of graduate assistant employment in order to comply with Wisconsin law [s.230.08(2) (k)]. **This requirement applies to all male students seeking graduate assistant employment who are 18, but not yet 26 years of age.** (For information about Selective Service and on-line registration, go to www.sss.gov.)

NAME [please print]

Last Name

First Name

Middle Initial

I affirm that the following information is true and correct and I understand that any misstatement, falsification, or omission may be grounds for refusal to hire, or if hired, termination.

Student's Signature

(Date [Mo/Day/Yr])

1. I certify that I am registered with Selective Service.
2. I certify that I am NOT required to register with Selective Service because:
 - I am not 18 through 25 years of age. Enter date of birth _____
 - I am a non-immigrant alien lawfully admitted to the United States.
 - I am a member of the Armed Forces on active duty. (Note: those in the National Guard and Reservists not on active duty must still register with the Selective Service.)
 - I am a citizen of Federal States of Micronesia, the Republic of the Marshal Islands, or the Republic of Palau.

This form must be returned to:
Office of Graduate Studies
Dempsey 337
800 Algoma Blvd
Oshkosh WI 54901