Graduate Assistantship Handbook

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FOREWARD

We are pleased that you have selected The University of Akron for your graduate preparation and we are delighted that you have been selected to serve as a Graduate Assistant for this academic year.

As a Graduate Assistant, you will be employed in academically relevant environments in teaching, research, or administrative service throughout the University community. The assistantship experience will enhance and complement your graduate studies here.

This handbook was designed to provide you with important and useful information about your assistantship. It will serve as a quick reference guide to the policies and procedures related to University assistantships and tuition scholarships.

The University of Akron is dedicated to the ideals of exemplary scholarship and high standards of achievement that characterize graduate education and we are proud to offer financial assistance to students who share these goals. It is the purpose of this handbook to provide information that pertains to the academic and administrative processes of providing this financial support.

We extend to you the very best wishes from the staff of the Graduate School for your success this academic year.

INTRODUCTION

The University of Akron provides financial support to graduate students for several reasons. In addition to assisting those qualified in the pursuit of graduate degrees, financial aid also recognizes and rewards scholarship and responsibility, extends the range of academic experiences, and assists departments and faculty in carrying out their academic and professional tasks. The term, graduate assistant, applies to those students under contract supported by University funds or external funds administered through The University. Graduate assistants have varied duties, which may include full teaching responsibility for lower level courses, conducting discussion sections, supervising laboratories, assisting faculty with research or assisting departments in various ways.

THE GRADUATE ASSISTANT

Graduate Assistant as Graduate Student

Graduate assistants must juggle a number of related roles. At the same time that they are pursuing their own degrees, they also function as instructors, tutors, student advisers, researchers or administrative assistants. Time management and planning are essential; setting goals and ordering priorities are crucial. Above all, graduate assistants must plan and manage their time so they are able to perform their duties as graduate assistants while they remain focused on their primary academic goals as graduate students.

Graduate As

Teaching/Laboratory Assistantships

Teaching assistants participate in undergraduate instruction either by teaching or by providing support services. Teaching assistants may serve as the instructors of record, laboratory assistants, discussion or recitation leaders, or test and paper graders. It is expected that this experience will relate to and facilitate the completion of degree requirements and also provide teaching experience relevant to a professional career.

Research Assistantships

Research assistants are assigned to participate in research or research-related tasks directed by faculty members. In addition to University-supported research assistantships, some awards are made available by individual faculty through grants from industry and government agencies. These experiences ought to be educational and provide insights into the way in which research is conducted.

Administrative Graduate Assistantships

Administrative graduate assistants are assigned to participate in the administration, development, or service activities of the appointing unit. Both acade(a)-0.9 (tio)3.td Td(,)Tj(u)-0.9 (d)3 (u)3-0.01

The responsibility for compliance with this resolution rests with the academic departments making the awards and the students accepting them. The full Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants can be found at: http://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf.

Eligibility

To be eligible to receive a graduate assistantship award, a student must satisfy all the requirements listed below. Individual departments may impose more stringent requirements at their discretion. A student is not eligible to hold an assistantship in an academic department to which they have been denied. To be minimally eligible for consideration, a graduate student must:

1.

Oral English Proficiency Assessment

Assessment of oral English proficiency is required by Ohio law, and must be certified before assistant duties can be performed. Teaching assistants for whom English is the native language may be certified by departmental assessment. Teaching assistants for whom English is a second language must score a minimum score of "Pass" on the U-ADEPT, or a 23 or greater on the speaking component of the internet based TOEFL, or a 7 or greater on the speaking portion of the IELTS. A copy of the test score must be submitted to the Graduate School with the contract before the contract can be processed.

Verification of Employment Eligibility and Identity

The requires all employers to verify each new employee's identity and employment eligibility. The employing department must complete a Form I-9 for each new graduate assistant within three working days of the effective date of

while the University is in session. Holders of partial tuition scholarships are eligible to accept

- retroactive add for any course (this includes any courses added after the 14th day of any semester or session.
- thesis or dissertation binding, microfilm or copyright fees.
- fines.
- parking for holders of Stand-Alone Tuition Scholarships.
- additional cost or professional fees for joint graduate/law students.
- professional fees for graduate students that are not in a joint graduate/law program.
- transportation fees.
- miscellaneous fees.

Parking

who have money on deposit, however, are required to continue their membership. Research and administrative graduate assistants who wish to participate in a retirement system can join the School Employees Retirement System (SERS) through the Payroll Office.

professional schools. It shall also be published in scheduling materials each semester. Copies of this policy shall be available at appropriate University offices, including the office of the deans of each college, the University Library, Associate Vice President for Student Affairs, the Equal Employment Opportunity and Training Office, the Department of Human Resources, all other administrative offices, and other places specified by the Executive Director of Human Resources.

(3) It shall be the policy of The University of Akron to prohibit any and all forms of sexual harassment. All students, faculty, and staff have a responsibility to assist in the enforcement of this policy, be aware of its contents, and to abide by its terms. All supervisory personnel shall insure that those who are under their supervision are aware of the policy, receive a copy of it, and shall from time to time reinforce the University's commitment to the policy. From time to time, the Equal Employment Opportunity and Training Office shall disseminate materials throughout the University concerning the effective prevention of sexual harassment.

(4) By this policy, the University is providing notice that sexual harassment in any form will not be tolerated and that the procedures specified below shall be utilized to inform the University of incidents of harassment and to allow all students, faculty, and staff to prevent, report, and to eliminate sexual harassment from this campus.

(B) Definitions. Sexual harassment is a form of sex discrimination which violates state and federal laws respecting both employees and students. The definitions used in this policy shall be interpreted consistent with such laws.

(1) It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

(a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education, or of obtaining educational benefits or opportunities; or
(b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, education, educational benefits or opportunities; or
(c) Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, education, educational benefits or opportunities, or creating an intimidating, hostile or offensive employment or education environment. Any sexual harassment as defined herein is limited to conduct or communication by someone in authority, but also includes any sexual harassment as defined herein when perpetrated on any student or employee by any other student or employee.

(2) Sexual harassment is sexual conduct that is "unwelcome." It may include, but is not limited to:

(a) Uninvited verbal harassment or abuse such as sexual name calling, jokes, spreading sexual rumors, leers, or overly personal conversations of a sexual nature;

(b) Subtle pressure for sexual activity;

(c) Inappropriate patting, pinching or fondling, pulling at clothes, or intentional brushing against a student's or an employee's body;

(d) Demanding sexual favors accompanied by implied or overt threats concerning an

of such conduct, should report the alleged acts immediately to a University official listed in paragraph (E) of this rule.

(3) Employees and students should make clear through affirmative conduct and/or verbal statements to an alleged harasser that such conduct is unwelcome and uninvited and should cease immediately. However, the employee's or student's inability to do so does not, in itself, negate the validity of the offensiveness of the conduct alleged.

(E) Investigating reporting and procedures.

(1) Persons who believe they are the victim of sexual harassment have the right to file a complaint. Such complaints should be filed as quickly as possible, but not later than one hundred twenty days after the incident in question, utilizing either the informal or formal procedures outlined below.

(2) However, any sexual conduct defined as criminal conduct in accordance with Title XXIX of the Revised Code shall be handled by the formal procedures outlined herein. The University reserves the right to refer such complaints to the appropriate external agency, including the prosecutor, police, or other appropriate investigative agency.

(3) Informal procedures. Those desiring to file complaints are strongly encouraged to utilize the procedures outlined below:

(a) Any complainant who is an employee should contact his or her immediate supervisor, or if the supervisor is the alleged perpetr e 0.4 ((rvi)-3.2)10.5 (e). (om)7.2 rg.9 (rp)10nedSv(ge)-3.9 (d pe).9 (om)7.

(a) Should informal procedures not produce a resolution satisfactory to the complainant, the complainant has the right to file a formal written complaint with the Equal Employment Opportunity and Training Officer.

(b) Upon receiving a formal complaint, the Equal Employment Opportunity and Training Officer shall inform the alleged offender of the allegation and of the identity of the complainant. A written statement of the complaint shall be given to both parties. The Equal Employment Opportunity and Training Officer shall then conduct an investigation and fully inform the complainant and the accused of the results thereof.

(F) Resolution of a complaint.

(1) There shall be an aggressive effort on the part of all parties involved to resolve informal or formal complaints promptly.

(2) Resolution of an informal complaint by the appropriate administrative person and/or the Equal Employment Opportunity and Training Officer shall occur within 30 calendar days of submission of complaint. For a formal complaint, the Equal Employment Opportunity and Training Officer shall report the results of his/her investigation and any recommendation within 60 calendar days.

(3) Any faculty or staff person accused of sexual harassment is entitled to due process as specified in the faculty or staff manual or applicable collective bargaining agreement. Any student accused of sexual harassment is entitled to due process in accordance with established University disciplinary procedures applicable to students.

(4) If the Equal Employment Opportunity and Training Officer, based on his or her findings, concludes that there is a substantial lcelcelcuo bA9 (l)-3 (l)oat st.4 (t)-3.2 (2r (o d))ho2o4 (e)-3..[(4))14.1 (e[(4)

consistent with the University's legal obligations to protect the rights and security of its employees and students.