Graduate Assistantship, Traineeship, & Fellowship Policy Handbook
2023-2024 2024

Table of Contents

GRADUATE ASSISTANTSHIP, TRAINEESHIP, AND FELLOWSHIP POLICIES

Overview

Graduate Assistants

receipt of a first-year appointment does not guarantee receipt of a second appointment.

Limits on Funding

Work Hours

Holidays, University Closures, and Breaks

Additional Employment at NAU

formally assess the teaching performance of each graduate teaching assistant and associate every semester and submit a written report of the assessment to the department chair and to the graduate teaching assistant or associate.

C. Each university shall require the department chair or other appropriate administrator to certify in writing that each graduate assistant or associate has clearly demonstrated the high level of oral and written skill in English necessary for effective classroom teaching.

Each department at NAU that employs teaching assistants whose first language is not English must also develop a procedure for certifying that such assistants have adequate English skills for their positions. This is true for assistantship positions that involve tutoring or working in labs as well as those in the classroom. This certification procedure must be approved by the college's dean and by the Dean of the Graduate College.

Continuation of Support

during

Termination

x

Register for Credit Hours

at least 9 hours of credit

Satisfactory Academic Progress

Maintain Contact with Supervisor

Grievance Procedures for Graduate Assistants

x

x

x

x

x

x

x

Estimated Tax for Individuals

Register for Credit Hours

_____.

Satisfactory Academic Progress

Continuation of Support

Drug-free Workplace

CGS Resolution

As a member of the Council of Graduate Schools, NAU agrees to abide by the following resolution:

Appendix A: Conditions of Assistantship Appointment

Conditions of AssistantshipAppointment

I am being hired as a graduate assistant, and I agree to fulfill my assigned duties to the best of my abilities. I agree to abide by the terms outlined in my appointment letter. I also agree (initial each line):

- † I am admitted to a graduate degree program at Northern Arizona University, and I will enroll for a minimum of 9 units that will count toward my degree requirements for each term during which I am on a graduate assistantship.
- † I will be responsible for paying any remaining tuition, mandatory university fees and other incurred charges.
- † My incoming GPA is 3.0 or higher.
- † I will maintain a cumulative GPA of 3.0 or higher for all graduate-level courses.
- † I will establish my work hours with my supervisor.
- † I will perform my assigned duties to the best of my abilities.
- † I will be given a written performance evaluation for each term of appointment. This evaluation must show a satisfactory rating to be eligible for reappointment. It is the responsibility of both student and supervisor to make sure this happens.
- † I will be informed if my performance is less than satisfactory, and I will be given an opportunity to correct any problems.
- † I may be terminated before the end of my appointment if I fail to maintain my job performance at acceptable levels.
- † Graduate assistantships are not automatically renewed and may be subject to available funding.
- † There is no expectation of employment beyond the limits of this appointment.
- † Any changes to the terms of this appointment will be submitted on an electronic ePAR and a copy of the form will be given to me.
- † If employed as a 20-hour graduate assistant, I will not work for NAU in any other capacity.
- † I am subject to all applicable policies set by the Arizona Board of Regents, including policies governing equal opportunity, affirmative action, codes of conduct, conflicts of interest, and patents.
- † o

Appendix BOrientation Checklist for Graduate Assistants

Appendix D: Resolving Problems

Checklist for Resolving Graduate Assistantship Payroll Problems

Student/Graduate Assistant did not receive a paycheck?

- x
- x
- x
- x

Checklist for Resolving Health Insurance Benefit Problems

Health insurance benefit is not showing on the graduate assistant's account?

- x

  Students must enroll each semester

- x
- x
- x

For questions, contact the Graduate College Assistantship/Fellowship Office at GATW@nau.edu or 928-523-5323

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