



# NORTHEASTERN STATE UNIVERSITY

## **Graduate Student Employee Handbook**

The Graduate College  
Northeastern State University

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## **GRADUATE STUDENT APPOINTMENTS**

Graduate study transitions the student into the professional scholar. Graduate student appointments, in the form of assistantships and student employee positions, facilitate this transformation by providing an experiential opportunity, combining academic knowledge in the professional environment. The Graduate College seeks to ensure graduate students are successful in the performance of their appointment duties as well as their academic pursuits. The Graduate Student Employment Handbook details the policies and responsibilities that all graduate student employees share. It does not replace policies that are stated in the Graduate Catalog. Some departments have adopted additional guidelines for graduate student employees; please check with your supervisor or department chair for more information.

## **GRADUATE STUDENT APPOINTMENTS**

Northeastern State University recognizes three (3) graduate student employee classifications:

1. Graduate Assistant (GN) - performs scholarly activities, such as research or experimentation, or renders administrative service to an academic or administrative unit.
2. Teaching Assistant (GT) - performs instructional duties, such as providing or coordinating classroom instruction, including lab or discussion sessions; tutoring students; grading tests and assignments; developing instructional materials; providing artistic instruction; accompanying/coaching musical or vocal performances; and proctoring exams. Teaching assignments must be relevant to the teaching assistant's field of study. Teaching Assistants may not be assigned primary responsibilities for teaching and student assessment in courses approved for graduate credit.
3. Graduate Student Worker (GS) - considered an apprenticeship contributing to the student's professional development. The primary purpose is to assist the student in strengthening and successfully completing his/her academic program. Duties include activities that are relevant to the program of study and contribute to the university's teaching, research/creative activity, or service efforts.

## **THE GRADUATE STUDENT AS A STUDENT EMPLOYEE**

Graduate students must juggle a number of roles. Time management and planning are essential; setting goals and prioritizing are crucial. Above all, graduate students must plan and manage their time so that they are able to perform their duties as employees while remaining focused on their primary duty as graduate students. Graduate student success in reaching their academic goals is a paramount consideration.

## **APPLICATION AND SELECTION PROCESS**

### **ELIGIBILITY**

Full time or part time employees of NSU are not eligible to apply for a graduate student employment. To be eligible, students must:

1. Be fully admitted to the Graduate College. Probationary, temporary, or provisional basis admissions do not qualify.
2. Be admitted to a graduate degree program with a current plan of study on file with the Graduate College.
3. Complete the entrance exam required for the graduate degree program, with the requisite score, and submit an official copy of the results with the Graduate College.
4. Additional criteria may be required by the employing department and the nature of the particular appointment.

#### **To maintain eligibility, students must:**

1. Maintain a minimum cumulative 3.0 GPA. Students who fall below a cumulative 3.0 GPA will be removed from the position and permanently lose eligibility to apply for future positions.
2. Complete a minimum of six (6) hours of graduate course work per semester. International students must complete in a minimum of nine (9) graduate hours per semester.

International students are eligible for assistantships and graduate student worker positions. However, if a position is offered to an entering international student and the stipend/hourly rate is used as part of the student's financial package (required for issuing the I-20 form), then NSU is obligated to continue this support as long as the student is enrolled in (9) nine graduate level credits making satisfactory progress toward completing the degree program and satisfactory job performance.

In addition, if an international student will be in a position that involves teaching or tutoring undergraduate students, the employing unit must verify, in writing, that the student's command of the English language is sufficient to allow easy communication with undergraduate students in a classroom setting.

Students in online degree programs are also eligible for assistantships. The workload (see *supra* for specific requirements) expectations are the same for a student working remotely as they are for a student working on campus. The position supervisor is responsible for ensuring the workload requirement is met.

## **LOCATING OPEN POSITIONS**

Graduate students can search for open positions through their academic department or the Graduate College website.

## **HOW TO APPLY**

Securing graduate student employment is comparable to a professional job search. The positions are competitive and should be viewed as such. Graduate student employment is not guaranteed. The graduate student completes the graduate student employment application, located on the Graduate College website. Graduate students must meet *all* eligibility requirements prior to completing the application. Students who do not meet all eligibility criteria will not be processed.

Upon completion of the application, the student should distribute the application to the desired departments. It is strongly recommended that the student provide a resume and cover letter with the completed graduate student employment application. If the student wishes to apply to more than one department/unit, the student may make copies of the application for distribution. It is the student's responsibility to distribute copies of the application and resume to the departments/units in which they would like to work. Departments and administrative offices will invite candidates to interview for the position. Position appointments are based on the applicant's qualifications and funding availability. Once the hiring unit selects a graduate student, the hiring unit forwards the graduate student employee application to the Graduate College. The Graduate College confirms the graduate student's eligibility and notifies the hiring unit of approval/disapproval. If approved, the hiring unit may proceed to make the offer, complete the Letter of Appointment, and secure the Acknowledgement of Appointment.

The hiring department/unit is responsible for facilitating the completing of the new hire packet, and completing all necessary human resources and payroll documentation.

## **SELECTION CRITERIA**

Selection criteria is determined by the department hosting the position. Students should expect the following qualifications, among others, to be considered during the selection process:

- Pertinent experience
- Work experience
- Letters of recommendation
- Educational preparation
- Undergraduate GPA
- Test scores
- Interpersonal skills
- Language skills

## **APPOINTMENT PROCEDURES AND OBLIGATIONS**

### **APPOINTMENT LETTER**

Once a selection is made, the appointing unit will confirm the position with an appointment letter. The graduate student will acknowledge the appointment by completing the acknowledgement of appointment form. The hiring unit should forward a copy of both the appointment letter and acknowledgement form to the Graduate College.

International students may be required to verify and document sufficient funding for one year of educational and living expenses. Position offers can greatly affect the amount the student must document.

An appointment letter should provide the following information:

- The position type being offered (GN, GT, or GS);
- The hours per week the graduate student is expected to work (20 hour or 10 hour appointment for a GN/GT, up to 29 hours per week for a GS);
- Stipend (GN/GT) or hourly rate (GS);
- General description of responsibilities;
- Performance evaluation procedures.

### **SUPERVISION AND EVALUATION**

Graduate student employees are supervised by the department or unit in which they are employed. Supervision includes instruction and guidance on job responsibilities and regular performance evaluation.

Evaluation is a crucial part of the experiential opportunity. It should be a supportive and constructive process that helps identify strengths, as well as areas needing improvement, and develops a plan for improvement.

As a first step in the evaluation process, the student should be given clear information by the supervisor about job expectations at the beginning of the employment period and should be informed of the ways in which progress will be measured. Evaluations against those expectations will be conducted each semester by the employing unit (there will also be at least one evaluation during the probationary period) for all graduate student employees.

The performance assessment process involves the student and the supervisor discussing a written evaluation. The document shall be signed by both parties. Both the student and the supervisor share responsibility for ensuring that the evaluation process is carried out.

### **CONTINUATION AND RE-APPOINTMENT**

Position continuation and/or reappointment is based on the student's successful performance of assigned duties, satisfactory academic progress, and other factors deemed pertinent by the department/unit. The student must meet the position's expectations as outlined in the appointment letter. In some cases, reappointment is dependent on the continuation of contract or grant funding. Other factors that affect continuation and reappointment of any position include departmental need and faculty evaluations. Poor performance or conduct may result in the immediate withdrawal of an assistant position.

Graduate students who fail to meet the academic eligibility requirements will be denied continuation of their appointment.

Continuation and re-appointment is confirmed in a reappointment letter, a copy of which shall be forwarded by the department to the Graduate College.

### **APPOINTMENT TERM AND WORK LOAD**

#### *Graduate Assistants (GN, GT)*

Graduate assistants are appointed for the term of one regular fall or spring semester. Graduate assistant positions are not available in the summer semester or intersession terms. A graduate assistantship is assigned a full-time equivalency (FTE) of .50 FTE or .25 FTE. The FTE assigned is dependent upon the position within each program. Fractional FTEs are based on 40 hours of work per week for a full 1.0 FTE. A graduate assistant with a .50 FTE assistantship should expect to work approximately twenty (20) hours per week throughout the assistantship period performing the assigned duties. Graduate assistants' with a .25 FTE assistantship should expect to work about ten (10) hours per week.

Teaching assistants' may teach a maximum of six (6) six hours per semester, equating to an average of twenty (20) clock hours per week. Teaching assistants' hours include preparation and grading as well as the time spent in the classroom.

#### *Graduate Student Workers (GS)*

Graduate student workers may be appointed for the fall, spring, or summer semester. The graduate student may work up to (but not exceed) 29 hours per week.

### **PAYROLL**

All new graduate student employees, and any graduate student who has not worked for NSU during the last 6 months, must fill out a new hire packet, which is initiated through the hiring

department. The student is responsible for signing the required Payroll forms no later than the starting date of the appointment to ensure that the first paycheck is received on time. See the Human Resources webpage: <https://offices.nsuok.edu/humanresources/HRHome.aspx>.

#### *Graduate Assistants (GN, GT)*

Graduate assistants are normally paid monthly on the last business day of the month. Graduate assistants are *not* required to submit time cards in order to get paid. Graduate assistants will enroll in direct deposit, or a paycard.

#### *Graduate Student Workers (GS)*

Graduate student workers are paid bi-weekly and are required to submit time cards (through GoNSU). Graduate student workers will enroll in direct deposit, or a paycard.

### **CONCURRENT EMPLOYMENT AT NSU**

#### *Graduate Assistants (GN, GT)*

Graduate assistants' with a .25 FTE appointment may hold a concurrent graduate assistantship elsewhere at NSU provided the average total hours worked per week does not exceed 20 during the term of the assistant ship. Graduate assistants' with a .50 FTE appointment CANNOT hold additional paid positions with NSU.

#### *Graduate Student Workers (GS)*

Graduate student workers cannot hold concurrent employment elsewhere at NSU.

### **OFF CAMPUS EMPLOYMENT**

If a graduate student is already employed as a graduate assistant (GN, GT) or graduate student worker (GS), it is not recommended that the student obtain off-campus employment. Considering the work load required to maintain a graduate student employment, additional employment may prove to be an academic hardship for the student.

### **TERMINATION**

The employing department may elect to terminate the graduate student at any time during the position appointment. Reasons for termination may include but are not limited to: non-performance of duties, non-attendance, lack of fulfillment of position requirements, and interpersonal reasons. If the graduate assistant feels she/he is terminated wrongly, the student may bring their concerns to the graduate dean for review.

### **RESIGNATION/TERMINATION BEFORE THE END OF APPOINTMENT**

Graduate student employment is contingent upon, and subject to, satisfactory performance of assigned duties as determined by the appointing unit. Appointments may be terminated for cause before their expiration under certain conditions.

**Termination before end of appointment:**

- The graduate student fails to maintain good academic standing (3.00 minimum GPA); or
- University funds cease to be available for the appointment; or
- The graduate student fails to perform services satisfactorily or violates laws or University regulations which, in the judgment of the University, affect duties or services performed by the appointee; or
- The graduate student violates provisions of the appointment.

Before termination for unsatisfactory work performance, graduate student employees should receive, from their immediate supervisor(s), written notice of specific deficiencies in performance, as well as detailed suggestions for improvement. If unacceptable employment performance continues and a decision is made to proceed with possible termination, the supervisor must meet with the graduate student. After these proceedings, the appointing unit will notify the Graduate College of the outcome.

**Resignation:**

A graduate student may resign. Written notification must be submitted, from the graduate student to the appointing unit, a minimum of two weeks prior to resigning. The appointing unit is responsible for providing written notification to the Graduate College indicating the last working day through which the graduate student is entitled financial compensation.

If a graduate student resigns or is terminated before completing the full term of the appointment, the appointing unit is responsible for submitting appropriate position termination paperwork for the Offices of Human Resources and Payroll.

If a graduate assistant (GN, GT) resigns or is terminated before completing the full term of appointment, the assistant may lose the corresponding tuition waiver benefit and may be required to pay a percentage of the appropriate tuition for the semester. The percentage varies depending on the date of resignation or termination:

- on or before the 4th Wednesday of October (fall semester) or the 4th Wednesday of March (spring semester), the student is required to repay 100% of the appropriate tuition;
- after the 4th Wednesday of October or the 4th Wednesday of March the student is allowed to keep his/her tuition waiver.

## **TUITION WAIVER AND STIPENDS – GRADUATE ASSISTANTS (GN, GT) ONLY**

### **TUITION WAIVER**

All graduate assistant positions (both .25 and .50 FTE) are entitled to six (6) graduate credit hours of tuition waiver per regular academic fall or spring semester, excluding fees. Students are responsible for all fees, and all tuition above the six (6) graduate credit hour tuition waiver per regular academic fall or spring semester.

### **STIPEND**

Graduate assistants' with a .50 FTE appointment generally earn a stipend of \$3,000 per regular fall or spring semester. Those holding a .25 FTE appointment generally earn a stipend of \$1,500 per regular fall or spring semester. Graduate assistant stipends may vary by certain programs.

The Internal Revenue Service (IRS) usually treats stipends paid to graduate assistants as taxable income. Therefore, the University is obligated to withhold federal and Oklahoma state income taxes. All employees complete a W-4 and an IT-4, tax forms outlined in the next section. W-2 forms are mailed in January for the purpose of preparing your end-of-year federal and state income tax forms. The W-2 will be mailed to the permanent address on record for all domestic students. International students will receive a W-2 at their local address. It is the student's responsibility to ensure all address information on record is correct.

## **HOURLY RATES – GRADUATE STUDENT WORKERS (GS) ONLY**

Graduate student workers are paid hourly at a rate determined by the hiring unit.

### **CHECKLIST OF STEPS AND RESPONSIBILITIES**

1. The graduate student submits cover letter, resume, and graduate student employee application to potential hiring units.
2. The hiring unit interviews potential candidates.
3. The hiring unit, after selecting the candidate, and prior to making an offer, submits the graduate student employee application to the Graduate College.
4. The Graduate College confirms the candidate's eligibility and notifies the hiring unit that the candidate has been approved/disapproved.
3. The hiring unit makes the offer and completes the appropriate Appointment Letter. The graduate student completes the Acknowledgement of Appointment form. The hiring unit forwards copies of each to the Graduate College.

4. The hiring unit works with the graduate student to complete the HR New Hire Packet and submits the documents to the proper offices.
5. The hiring unit completes the position PAF. If the position is housed in an academic college, the PAF is forwarded to Academic Affairs. If the position is housed in an administrative unit, the PAF is forwarded directly to HR. Once processed, HR forwards a copy of the PAF to the Graduate College.
6. For Graduate Assistants, the Graduate College confirms tuition waiver eligibility with the Scholarship office.
7. The hiring unit maintains responsibility for GA supervision and assessment. If the GA is terminated prior to the end of the position term, the hiring unit notifies the Graduate College.
8. If the graduate student is reappointed for an additional term, the hiring unit completes the Letter of Reappointment (copy forwarded to the Graduate College) and the PAF.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Northeastern State University maintains a statement of rights and responsibilities, which sets forth general student guidelines and policies. The rules and regulations governing student life and policies governing such issues as drug and alcohol use, sexual harassment, and sexual assault can be found in the current *Student Handbook*. This can be located at: <https://offices.nsuok.edu/studentaffairs/RightsResp/Handbook.aspx>

## **ACCESS TO CONFIDENTIAL INFORMATION**

Graduate students work in a variety of classrooms, research facilities, or offices across campus and may have access to private and often confidential information. This information can range from part of another student's academic record or medical history to proprietary data collected as part of an ongoing research project. NSU closely follows several federal regulations regarding the privacy of student information, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

Graduate students are required to follow these Acts, and any other university, or federally, imposed rules concerning the privacy or confidentiality of information. Adherence to these privacy and confidentiality requirements includes the time spent at work as a graduate student employee as well as in conversation or correspondence in any setting outside of the normal workday. Failure to follow established rules concerning private or confidential information may result in immediate termination. If unsure how to respond to a request for potentially private or confidential information, or whether information is, in fact, private or confidential, speak with the appointed Supervisor immediately.

In particular, it should be noted that FERPA regulations require that all student records be kept confidential. No student records or information concerning their content should be provided to any agent outside of NSU without the expressed consent of an NSU Supervisor. Similarly, medical records should be held in strictest confidence and Graduate Assistants should not provide medical records or information regarding their content to anyone outside of the office in which they are working without their NSU Supervisor's permission.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act sets out requirements of educational institutions designed to protect the privacy of students and their records. The act governs access to educational records maintained by educational institutions and the release of information contained in such records. The NSU policy, along with compliance information, is available online:

<https://www.nsuok.edu/Administration/UniversityPolicies/FERPA.aspx>

When working with student information (applications for admission or financial aid, any academic or financial documents associated with a student, among other types and forms of communication), it is always prudent to assume that the information is protected under FERPA and should not be shared. When questions arise about sharing any such information, please consult the office's policy as well as the appointed Supervisor.

### **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**

This Act includes provisions to protect the privacy of individually identifiable health information. The Rule governs how health care providers use and disclose personally identifiable health information about their patients, including use and disclosure for research purposes. Even those researchers who might not qualify as "covered entities" under the Rule may be affected if their research protocols require the use of individually identifiable health information obtained from a health care provider who is covered. Whether working with student health information as part of a research project or as part of any work in an on-campus office, follow all HIPAA requirements. Any questions about what types of information might be covered by HIPAA should be directed to the relevant Supervisor.

### **ACADEMIC INTEGRITY AND MISCONDUCT**

Academic Integrity is the understanding and respect for scholarship through learning and Teaching. As defined by the University's core value of integrity, "we model ethical and intellectual development by advancing honesty, human dignity and accountability."

Academic misconduct includes cheating (using unauthorized materials, information or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement, or assisting others in any such

act or attempts to engage in such acts. Academic misconduct in any form is inimical to the purposes and functions of the University and, therefore, is unacceptable and prohibited.

Any faculty member, administrator or staff member may identify an act of academic misconduct and should report that act to the department head/college dean, Vice President for Academic Affairs or administrative supervisor.

Students violating the standards of academic honesty are subject to disciplinary action including reduction of a grade(s) in a specific course, assignment, paper, or project; a formal or informal reprimand at the professorial, dean, or academic vice president level; removal from the class in which the violation occurred; removal from a program; or removal from the University.

## **RESEARCH INTEGRITY**

Northeastern State University (NSU) adheres to a philosophy of appropriate, ethical behavior and processes related to research that is in accord with that of the general scientific community related to ethics in research. NSU's institutional values related to scientific integrity are of the highest standards and are designed to comply with all state and federal regulations. As a statement of principles, NSU will not tolerate research misconduct in any form and will address allegations of such misconduct in a standardized manner. NSU, through its various agencies and offices, endeavors to prevent research misconduct through published policies, education, and other appropriate methods. The funding source for an assistantship may place restrictions on the access to, and right to use, data collected during an assistantship. Every profession and discipline as well as the University has ethical guidelines and policies and procedures which address the ownership of data, including such things as authorship and data use. Discuss these issues with the supervisor before beginning any work.

Any research activities conducted by any student must meet ethical guidelines established by the federal government. This includes research with human subjects or animals. Federal and state regulations also guide health and safety for university research activities. The NSU policy for the responsible conduct of research can be found at:

<https://offices.nsuok.edu/research/PoliciesProcedures/PolicyforRespondingtoAllegationsofResearch.aspx#introGeneral>

Any questions about issues of potential misconduct in research should be directed to the [Office of Research and Sponsored Programs](#).

## **GENDER BASED AND SEXUAL MISCONDUCT**

Northeastern State University (NSU) does not discriminate on the basis of race, creed, color, national origin, sex, age, religion, disability, genetic information, or status as a veteran, and to the extent allowed by Oklahoma law, marital status, sexual orientation and gender identity in its programs and activities. These protections extend to employment with and admission to NSU, as well as, participant in university sponsored programs.

NSU is committed to providing learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. NSU considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination committed against members of the NSU community, including but not limited to: sexual misconduct that includes harassment, consensual sex, exploitation and violence; unfair treatment based on sex; and, other misconduct offenses when gender-based.

NSU students, employees, guests and visitors are to conduct themselves in a manner that does not impose on the rights of others and does not discriminate as outlined in NSU Statement on Non Discrimination. Further information on the policy can be found at:

<https://offices.nsuok.edu/studentaffairs/RightsResp.aspx>

## **STUDENT RESOURCES**

### **ATHLETIC EVENTS**

NSU students may attend athletic events at no cost with a RiverHawk student ID. Athletic events are also broadcast through the RiverHawk network. Access the RiverHawk website at:

<http://www.goriverhawksgo.com/index.aspx>.

### **BURSAR SERVICES**

The NSU Office of Bursar Services maintains the billing and collection of student tuition, fees, and other educational charges. Access the Office of Bursar Services website at:

<https://offices.nsuok.edu/businessaffairs/BursarServices.aspx>.

### **CAMPUS SAFETY – NSU PD & PARKING SERVICES**

The NSU PD provides law enforcement services on all NSU campuses, safety education and programming, and parking services. Access the NSU PD and Parking Services website at:

<https://offices.nsuok.edu/publicsafety/UniversityPolice.aspx>.

### **CAREER SERVICES:**

The NSU Career Services office provides career counseling, assistance with resumes/cover letters, and assistance with job searches. Access the NSU Career Services website at:

<https://offices.nsuok.edu/careerservices/CareerServicesHome.aspx>.

## **CENTER FOR TEACHING AND LEARNING**

The NSU Center for Teaching and Learning offers one on one, or group, professional development in teaching pedagogy and student learning assessment. Access the NSU Center for Teaching and Learning website at:

<https://academics.nsuok.edu/teachingandlearning/CTLHome.aspx>.

## **COUNSELING SERVICES – HAWKREACH**

The NSU HawkReach Counseling Service provides confidential counseling in a solution focused modality. Access the HawkReach website at:

<https://offices.nsuok.edu/studentaffairs/HawkReachCounselingServices.aspx>.

## **DISABILITY SERVICES**

The NSU Office of Disability Services provides reasonable accommodations and support services for students with documented disabilities. Access the NSU Office of Disability Services website at: <https://offices.nsuok.edu/studentaffairs/StudentDisabilityServices.aspx>.

## **FINANCIAL SERVICES**

The NSU Office of Student Financial Services provides education, counseling, and access to student financial aid. Access the NSU Office of Student Financial Services website at:

<https://offices.nsuok.edu/financialaid/FinancialHome.aspx>.

## **FITNESS CENTER**

The RiverHawk Wellness Center, or FIT, is a full service gym facility, featuring state of the art fitness equipment, group fitness classes, and an indoor running/walking track. Memberships are free for full time students, and available at a reduced rate for part time students. Access the FIT website at: <https://offices.nsuok.edu/fitnesscenter/TheFITHome.aspx>.

## **GRADUATE COLLEGE**

The NSU Graduate College is the central location for graduate admissions and programming information. Access the NSU Graduate College website at:

<https://academics.nsuok.edu/graduatecollege/GraduateHome.aspx>.

## **HEALTH & WELLNESS SERVICES**

The NSU Student Health Center provides health and wellness programming on all NSU campuses and non-emergency health care services on the Tahlequah campus. Access the NSU Student Health Center website at:

<https://offices.nsuok.edu/studentaffairs/StudentHealthServices.aspx>.

## **HUMAN RESOURCES**

The NSU Office of Human Resources oversees employee services. Access the Office of Human Resources website at: <https://offices.nsuok.edu/humanresources/HRHome.aspx>.

## **ID SERVICES**

The NSU Office of ID Services issues student ID cards, replacement cards, and maintains card plans (ie; meal plans). Access the NSU Office of ID Services website at: <https://offices.nsuok.edu/businessaffairs/IDServices.aspx>.

## **LANGUAGE AND CULTURE CENTER**

The NSU Language and Culture Center provides language instruction and ESL programming. Access the Language and Culture Center website at: <https://academics.nsuok.edu/lcc/LanguageandCulturalCenter%28LCC%29.aspx>.

## **LIBRARY**

The NSU online library resources are available at: <http://library.nsuok.edu/>.

## **REGISTRAR**

The NSU Office of the Registrar maintains student records, houses Veteran's benefits, and fulfills transcript requests. Access the Registrar website at: <https://offices.nsuok.edu/registrar/RegistrarHome.aspx>.

## **WRITING CENTER**

The NSU Writing Centers provide literacy instruction to student writers.

Access the NSU Writing Center – Tahlequah website at: <https://academics.nsuok.edu/languagesliterature/TutoringServices/WritingCenterinTahlequah.aspx>.

Access the NSU Writing Center – Broken Arrow website at: <https://academics.nsuok.edu/languagesliterature/TutoringServices/WritingCenterinBrokenArrow.aspx>.

## APPENDIX A

### Graduate Assistant Notice of Appointment/Re-Appointment Template Position Number: [GN or GT and corresponding number]

[Date]

[Name]

[Address]

[City, State, Zip]

Delivered via: NSU Green Mail to [insert student email address]

Dear [Student name]:

I am pleased to offer you the Graduate Assistantship in the [department] at Northeastern State University. The graduate assistantship handbook is available on the Graduate College website. This handbook will provide you with the necessary policy and procedure information required for graduate assistants.

The terms of this offer are outlined below:

1. This position is a [.50 or .25] FTE position with a [20 hour per week or 10 hour per week] work requirement. The position term is the [year] [fall or spring] semester. Reappointment of this position in future terms is not guaranteed. Reappointment is based on your successful performance of assigned duties, satisfactory academic progress, and other factors deemed pertinent by the [department].
2. The stipend for this position is [insert stipend amount].
3. The mutually agreed upon start date for this appointment is [date]. Please report to [person, building, office]. The end date for this appointment will be [last day of the semester]. Prior to your start date, please complete all appropriate employment forms to begin your payroll process. Please see [Name, office location] to assist you in completing these forms. For this process, please bring a form of identification as described below:
  - U.S. citizens: Passport, or Government issued identification (such as driver's license or ID card) and Social Security card.
  - Resident aliens: Passport, or Government issued identification (such as driver's license or ID card) and Social Security card In addition to one of the two categories above, resident aliens also need to provide their resident alien card.

- International students (all of the following): Passport, Visa, I-94, I-20, A Social Security Number or a copy of the letter indicating the student has applied for a SSN.

4. Your graduate assistantship provides you with tuition assistance in the form of a tuition waiver. You are entitled to a tuition waiver of six (6) graduate credits for the semester. See the graduate assistant handbook for more details.
5. Your primary supervisor(s) will be [insert name(s)].
6. Your duties in as a Graduate Assistant in the [department] include the following:

[Insert summary of duties. If this is a Teaching Assistant Position, identify the CRN, Course Number, Course Title, and Days & time of class]

7. Other duties related to your appointment may be assigned in the course of your employment. Your supervisor will set your specific hours of employment in such a way that corresponds to your FTE and your other academic obligations. Graduate Assistants do not accrue personal, sick, or vacation time.

8. As a graduate assistant, you will be evaluated on a consistent basis during the term of your appointment. Evaluation is a crucial part of the assistantship experience and should be viewed as a supportive and constructive process that helps identify strengths, as well as areas needing improvement, and develops a plan for improvement. You will be evaluated as follows:  
[insert a description of the evaluation process].

I will be happy to answer any questions you may have or provide further clarity on your appointment. Should you decide to accept this position, complete, sign, and return the Acknowledgement of Graduate Student Appointment. Please keep a copy of this letter for your records. We look forward to working with you and anticipate that your employment here will be rewarding to both you and the [department].

Sincerely,  
[Name, Title]

## APPENDIX B

### Graduate Student Worker Notice of Appointment/Re-Appointment Template Position Number: [GS and corresponding number]

[Date]

[Name]

[Address]

[City, State, Zip]

Delivered via: NSU Green Mail to [insert student email address]

Dear [Student name]:

I am pleased to offer you the Graduate Student Worker position in the [department] at Northeastern State University. The graduate student employee handbook is available on the Graduate College website. This handbook will provide you with the necessary policy and procedure information required for graduate student appointments.

The terms of this offer are outlined below:

1. This position requires you to work [insert # of hours per week not to exceed 29] hours per week, at the rate of [insert hourly rate] per hour. The position term is the [year] [fall or spring] semester. Reappointment of this position in future terms is not guaranteed. Reappointment is based on your successful performance of assigned duties, satisfactory academic progress, and other factors deemed pertinent by the [department].

2. The mutually agreed upon start date for this appointment is [date]. Please report to [person, building, office]. The end date for this appointment will be [last day of the semester]. Prior to your start date, please complete all appropriate employment forms to begin your payroll process. Please see [Name, office location] to assist you in completing these forms. For this process, please bring a form of identification as described below:

- U.S. citizens: Passport, or Government issued identification (such as driver's license or ID card) and Social Security card.
- Resident aliens: Passport, or Government issued identification (such as driver's license or ID card) and Social Security card In addition to one of the two categories above, resident aliens also need to provide their resident alien card.
- International students (all of the following): Passport, Visa, I-94, I-20, A Social Security

Number or a copy of the letter indicating the student has applied for a SSN.

4. Your primary supervisor(s) will be [insert name(s)].
5. Your duties in as a Graduate Student Worker in the [department] include the following:

[Insert summary of duties]

6. Other duties related to your appointment may be assigned in the course of your employment. This position does not accrue personal, sick, or vacation time.

7. In this position, you will be evaluated on a consistent basis. Evaluation is a crucial part of the experience and should be viewed as a supportive and constructive process that helps identify strengths, as well as areas needing improvement, and develops a plan for improvement. You will be evaluated as follows:

[insert a description of the evaluation process].

I will be happy to answer any questions you may have or provide further clarity on your appointment. Should you decide to accept this position, complete, sign, and return the Acknowledgment of Graduate Student Appointment. Please keep a copy of this letter for your records. We look forward to working with you and anticipate that your employment here will be rewarding to both you and the [department].

Sincerely,  
[Name, Title]

Appendix C  
Acknowledgement of Graduate Student Appointment

I am being hired as a graduate student employee 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 to the following: *(Initial each line, return the original to your department supervisor and a copy to the Graduate College)*

\_\_\_\_\_ I accept the position as detailed in the appointment letter dated \_\_\_\_\_.

\_\_\_\_\_ I am admitted to a graduate degree program at Northeastern State University and I will enroll for a minimum of 6 credits that will count toward my degree requirements for each term during which I am on a graduate assistantship.

\_\_\_\_\_ I will maintain a cumulative G.P.A. of 3.0 or higher for all graduate credit 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 during the term of this appointment.

This evaluation must show a satisfactory rating in order to be eligible for reappointment.

\_\_\_\_\_ I will be informed if my performance is less than satisfactory and, if appropriate, 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 student positions are not automatically renewed and may be subject to available funding.

\_\_\_\_\_ There is no expectation of employment beyond the limits of this appointment.

\_\_\_\_\_ I understand that I cannot work for NSU in any other capacity and maintain this position, except as authorized by the Graduate Student Employee handbook.

\_\_\_\_\_ I am subject to all applicable policies set by the Regional University System of Oklahoma and the Oklahoma State Regents for Higher Education, including policies governing equal opportunity, affirmative action, codes of conduct, conflicts of interest, and patents.

\_\_\_\_\_ I will read the Graduate Student Employee Handbook and become familiar with policies that govern graduate student employees (the handbook is located on the Graduate College website).

\_\_\_\_\_ I will complete the training pertaining to the university's Title IX and Clery policies.

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*Graduate student signature and date*

APPENDIX D

SAMPLE GRADUATE STUDENT EMPLOYEE EVALUATION FORM

Name: \_\_\_\_\_

Position Type: GA \_\_\_\_\_ TA \_\_\_\_\_ GS \_\_\_\_\_

Semester and Year: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

	Unacceptable	Needs Improvement	Acceptable	Exceptional	N/A
<b>Work Expectations:</b>					
Quantity of Work:					
Quality of Work:					
<b>Professionalism:</b>					
Timeliness					
Attendance:					
Collegiality:					
Courtesy:					
Initiative:					
Works Independently:					
Works Cooperatively:					
Judgment:					
Respects Diversity:					
<b>Communication Skills:</b>					
Oral					
Written					

**Describe the graduate student's greatest strengths:**

**Describe the area(s) that needs the most improvements:**

**Discussion (plan for improvement):**

---

Supervisor

---

Date

---

Graduate Assistant

---

Date

Possible Discussion with the graduate student:

Did we accomplish our work goals for the year/semester? Why or why not?

Did the student accomplish his/her learning goals for the year? Why or why not?

Student response to the feedback? Do they agree/disagree? What reason is given?