

GRADUATE APPOINTMENTS - GUIDELINES

Initial Appointments

The initial appointment will in most cases be at the one-half time rate. Less than one-half time appointments may be offered to students with marginal qualifications and are also available to students who wish to take an academic course load greater than that recommended for one-half time assistants.

All graduate assistants are expected to take a normal course load of 9 - 12 credit hours per semester and pay the full registration fee. Matriculation and/or out-of-state tuition may be waived for graduate assistants appointed at one-quarter or greater time rate, depending on availability of waivers and the availability of stipend funds.

Continuing Appointments

Graduate assistants will ordinarily be appointed from semester to semester and from year to year provided they are:

1. making satisfactory progress toward a degree, and
2. are performing satisfactorily in their research and/or teaching duties.

During the academic year, graduate assistants will not be appointed at a rate exceeding one-half time, except in cases approved by the Oceanography Faculty.

Graduate Assistant's Rates

All graduate assistants are paid no less than the minimum stipend as enclosed in Appendix I, contingent upon the availability of funds. The stipend schedule will be periodically as appropriate. A graduate assistant may be permitted to transfer from one project to another with mutual consent of both project directors. Assistants interested in making a transfer should also consult with the Department Chairman.

In general, increases within a pay step will be tied to accomplishments in academic, teaching and research duties. Transfers from one pay step to another will be tied to the completion of the indicated academic hurdle.

Summer Appointments

Summer appointments may be available. In special cases graduate assistants may be appointed more than 50% time during summer provided:

1. they enroll for the appropriate number of credit hours and
2. there is a need for their services on the contract or grant on which they are employed.

Graduate assistants are usually appointed for the appropriate bi-weekly pay periods covering the period of registration, classes, and final exams for each semester. If graduate assistants wish to be employed during the break periods (i.e., at Christmas, in May, and mid-August) they must make the appropriate arrangements with the contract supervisor. Since graduate students do not earn leave time, they must work if they expect to be paid during official break periods.

Added Stipends for T/A's

An added stipend may be paid to students who take on teaching duties, significant supervisory and/or service functions but only during the semester or term that such duties are being performed. It is felt that such duties often distract from progress toward the M.S. or Ph.D. degree and that special compensation is justified. The research supervisor and/or the Department Chairman will decide when graduate assistants qualify for extra compensation of this type.

Those on fellowship may receive a stipend in addition to their fellowship. Such additional stipend - if approved - is available only to the extent the department or a contract is willing to provide such support.

Termination or Reduction of Appointments

Graduate assistantships are subject to termination or reduction if the incumbent fails to attain satisfactory grades or fails to perform the assigned research or teaching duties in a satisfactory manner, as determined by the appropriate supervisor.