

**Office of Graduate Studies**  
**Graduate Assistantship Summary for Supervisors & Departments**

**Contact**

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**Office Hours** (Subject to change)  
**Monday- Friday** 9:00 AM – 5:00 PM

**[Graduate Assistantship Web Site](#)**

**Finding Assistantships**

Please post your job openings on [Handshake](#) that qualified students will have an opportunity to view and apply for an assistantship. See [Job Posting Instructions for Handshake](#).

See GA Handbook for more details about graduate assistantships.

**Hiring Graduate Assistants**

Your College Dean or Divisional Budget Officer first must grant approval for the graduate assistantship position and verify that there are monies to pay for the stipend and tuition waiver. You then can advertise and interview prospective candidates for the assistantship position. Make sure the candidate is a **degree/certificate-seeking** student that has been **accepted** in a graduate program. If the candidate is a current graduate student, he/she must be in good standing and have a cumulative GPA of 3.0 or higher. To qualify for a 20-hour assistantship the student must take at least 6 credits each academic term; for a 10-hour assistantship, the student must take at least 3 credits each academic term.

After you have selected a student, you are to complete the Graduate Assistantship Appt. Request Form that is available on the Graduate Assistantship web site under **GA Appt. Request Form** (*under Hiring Departments*). *Utilize the Rates & Dates & Deadlines also on web page.* Since it is a Docu-Sign form begin with the names and emails necessary for approval – supervisor, chair, and dean. Enter all of the details on the form and click the Finish button. The GAAR form will be sent to the next approver. The GAO will automatically receive it once all of your approver's have signed off. The Dean of Graduate Studies will be the last to receive it. If the GAO declines (only if pertinent information is missing), the supervisor will receive an email and a new form will need to be submitted. Payroll & the Bursar's Office are in the loop after all signatures are received. Typically, the student & supervisor will receive a copy of their official letter and GA Acceptance Form within a couple weeks. Return the GA Acceptance Form ASAP. If the student has not worked for Towson University in the past 6 months, the GAO will send payroll instructions.

When hiring international students, additional procedures apply. Follow the instructions on the GA Request Form. For procedures related to work hour requirements, social security procurement, and class registration requirements students should contact ISSO.

### **Start Dates for Assistantships**

Students must have an I-9 on file before they begin working. It may take up to 4 weeks to activate the position in the payroll system for students who have no previous job data at Towson University. It generally takes between 2-6 weeks for the tuition waiver to be adjusted and posted on the student's tuition account. Students must begin their assistantship by the drop-add date in the Fall.

### **Student Fiscal and Work Obligations**

Students are responsible for paying their bills on time; student who do not do so will be assessed a late fee and may have their classes cancelled. Students are responsible for all fees and for any credits not covered by the tuition waiver. Out-of-state students are billed at the in-state rate during the academic term they have an assistantship. During minimester, graduate assistants do NOT receive tuition waiver. However, out-of-state students may pay in- state tuition rates. They should contact the GAO office via email before registering for minimester courses.

In order to be consistent concerning hours worked for all students, each graduate assistant must meet the total hours as stated below by the end of the appointment. This ensures that each student is fulfilling his/her commitment. Graduate assistants are strongly advised to have set schedules to ensure that the hours are met. Graduate assistants do not have to work during the Thanksgiving Holiday, the December break or any other scheduled holiday when the University is closed. The total hours have been calculated to take in consideration breaks and holidays. Graduate assistants may need to work during the minimester to fulfill their total work hour commitment. Supervisors should be mindful of the assistants' academic demands and should be reasonably flexible to changes in their schedules. Assistants do not have to make up scheduled hours missed if the University closes due to inclement weather or other extenuating circumstances. Assistants do not get sick leave, and are to make up time missed for illness. Graduate assistants do not complete a PS timesheet for the graduate assistantship hours.

### **Total Hours That Must Be Met For Assistantship Contract**

| <b>Academic Term</b> | <b>10 –hour assistantship</b> | <b>20 –hour assistantship</b> |
|----------------------|-------------------------------|-------------------------------|
| Summer               | 100 hours total               | 200 hours total               |
| Fall                 | 165 hours total               | 330 hours total               |
| Spring               | 165 hours total               | 330 hours total               |
| Fall and Spring      | 330 hours total               | 660 hours total               |

### **Termination of Assistantship**

Any graduate assistant whose GPA falls below a 3.0 will not be able to continue the assistantship for the next academic term. If you or the student chooses to **terminate** the assistantship for other reasons, please complete a [Cancellation Form](#) ASAP. The GAO will need this information to make arrangements to stop the student's stipend payments and/or tuition waiver effective immediately upon termination. The department is responsible for recouping any stipend payment made in error, due to a late notice of termination. The assistantship also can be terminated due to departmental financial exigency. In this case, the stipend is discontinued as of a specified date, but the tuition waiver is continued to the end of the current academic term.