

Appendix R.
Graduate Assistantships
Department of Psychology
(approved: 4/6/05)

Graduate Assistantships (GA s) are awarded by the Graduate School. Psychology Department faculty may nominate students from each of the department=s graduate programs. Graduate Assistantships are intended to facilitate student progress toward the prompt and successful completion of the degree program. The Psychology Department complies with the Graduate School policies and procedures regarding assistantships.

Description of GA Responsibilities

Most Psychology Department GA positions are half-time, requiring up to 10 hours of work per week, and are assigned to one or more faculty members who determine specific duties. Exceptions include the GA assigned to serve as the Psychology Clinic Coordinator and those students receiving a minority student GA, each of which are typically full-time (20 hour) positions. The department may make additional exceptions as circumstances warrant. GA s may perform a variety of activities related to the faculty supervisor=s teaching, research, and/or university/professional service responsibilities.

Criteria for Nominating Students

Assistantships are typically awarded to full-time students at the beginning of their second semester in the graduate program (usually the Spring semester). Exceptions include students receiving a minority student GA and those receiving an assistantship as part of their offer of admission, both of which may be awarded during the first semester.

GA s are appointed for one semester and are eligible for reappointment in subsequent semesters (to a maximum of two academic years). GA nominees must be in good standing in the degree program. The faculty may take the following specific information into account when making GA nominations:

1. academic performance in the program (or, in the case of first semester GA s , evidence in the student=s application materials of potential for strong academic performance)
2. professional growth and development
3. performance in previous GA positions
4. number of previous GA awards (preference is given to students who have not already been supported for two semesters)

The department does not give primary consideration to financial need (including in-state v. out-of-state status) when making GA nomination decisions.

The department may set aside funds to support up to four first-semester students. The Graduate Admissions Committee, in collaboration with the graduate program coordinators, may use these positions to encourage applicants to attend ECU. Any funds not used for recruiting purposes will return to the general graduate assistantship fund.

The department may also set aside funds to provide support (typically the equivalent of a 10-hour per week position) for the Psychology Clinic Coordinator over the summer session. Unlike other GA s, the clinic GA continues to work between 10 -15 hours through the summer.

Termination of Appointment

A GA appointment may be terminated at any point under conditions specified in the Graduate School GA policy (including, but not limited to, incompetence, inefficiency, neglect of duty, job-related misconduct, academic deficiencies, and moral turpitude).

Resignation of Appointment

A GA may resign by submitting a written notification to the Graduate School.

Procedures

At the end of each Fall and Spring semester, the graduate faculty and other members of the faculty who have contact with the graduate students, will meet to nominate students for GA positions. The department chair will provide a list of graduate students wishing to be considered for an assistantship and the amount of money available for funding GA positions. After meeting, the faculty will provide the department chair with a list of students to be nominated (and, if necessary, a list of alternate candidates should more money become available). The department chair will be responsible for preparing and submitting the appropriate nomination forms to the Graduate School.

The department chair, after considering faculty and student requests, will assign graduate assistants to faculty.