

AUBURN UNIVERSITY

Graduate Assistantship Policy

Graduate assistant appointments are temporary. Continuation depends upon availability of funds, level of enrollment, research needs, and satisfactory performance. Salaries are paid in accordance with the budget policies and payroll procedures of the university. The Board of Trustees is obligated to pay certain fixed charges against the institution and thereafter pay salaries in full insofar as funds are available. If for any reason beyond the control of the Board of Trustees funds are not available, salaries will be prorated.

Each graduate assistant must be in a degree-seeking program and registered in the classification of MST, EDS, PHD, or GPR. The student also must be registered for at least one course (during each academic term of the assistantship), must satisfy the minimum course load specifications of the individual departments and must be making satisfactory progress toward the degree.

Workloads for graduate assistants are defined on the basis of a normal teaching load or the equivalent time in other duties as determined by each department head and the dean of the school or college in which the assistant is employed. For example, a one-third workload is one-third of a normal teaching load. Graduate students may hold multiple assistantships and the assistantships may come from different units on campus, but together they cannot add up to more than a 100 percent appointment. Maximum course loads for graduate assistants are determined by individual departments. It is recommended that graduate students working more than half-time not carry a full academic load.

Requirements that graduate students register for hours not included in the plan of study as a condition of employment or to enhance credit hour production for administrative purposes are inappropriate. Similarly, requiring hours on the plan of study beyond the degree requirements established by the Graduate Faculty for such administrative purposes is also inappropriate unless the additional requirements are required by university policy.

International graduate students on F1 visas cannot hold a greater than 50 percent work appointment. International graduate students on F2 visas cannot hold a work appointment. Multiple assistantships for international graduate students cannot add up to more than a 50 percent work appointment.

International graduate teaching assistants who are assigned to scheduled lecture or laboratory sections must first be certified in spoken English proficiency. Certification may be attained through a minimum score of 50 on the Test of Spoken English (TSE) or a 23 on the speaking section of the Internet Based TOEFL offered by the Educational Testing Service or approval by the director of the English as a Second Language Program (ESL). Applicants who hold a baccalaureate degree from an accredited institution whose instruction is in English may be exempted from this requirement.