



**RESOLUTION TO MODIFY  
APPOINTMENT OF GRADUATE ASSISTANTS, GRADUATE RESEARCH  
ASSISTANTS, GRADUATE ASSISTANT INTERNS, AND TEACHING ASSISTANTS  
POLICY, 3356-9-03.1**

**WHEREAS**, University Policies are being reviewed and reconceptualized on an ongoing basis;  
and

**WHEREAS**, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

**WHEREAS**, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Youngstown State University does hereby approve the modification of the University Policy stated above and attached hereto.

**Board of Trustees Meeting  
March 13, 2025  
YR 2025-**

**3356-9-03.1 Appointment of graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants.**

Responsible Division/Office:	Office of Research Services and Graduate Studies
Responsible Officer:	Provost and VP for Academic Affairs
Revision History:	January 2000; March 2010; June 2015; June 2016; June 2017; March 2020; March 2025
Board Committee:	Academic and Student Affairs
<b>Effective Date:</b>	<b>March 13, 2025</b>
Next Review:	2030

---

- (A) Policy statement. While the president has overall responsibility for the management of the university, the responsibility for employment decisions of personnel is delegated to the provost and vice presidents. Each divisional executive officer is responsible for making personnel decisions within the described university procedures.
- (B) Purpose. The graduate assistantship program is predicated upon the concept that given an opportunity to assist the faculty and staff, graduate students provide a service to the university and gain valuable academic experience, which is appropriately supported through the annual institutional budget process. How the assistantship enhances the student's education must be apparent.
- (C) Parameters.
  - (1) A graduate assistant ("GA") will normally be assigned duties primarily focused on the conduct of research/scholarly activity. A GA may be assigned teaching duties but should not be the instructor of record. A graduate research assistant ("GRA") will be assigned duties focused on the conduct of research/scholarly activity. A graduate assistant/intern ("GA/I") is a special category of graduate assistant designated to provide opportunities for university offices or departments, community companies or agencies, or other appropriate external sponsors to involve graduate students as academic assistants/interns in professional experiences in support of their fields of study. A teaching assistant ("TA") will be assigned duties focused on instruction and may be the instructor of record for a regularly scheduled class.

- (2) A student appointed as a graduate assistant (GA, GRA, GA/I and TA) will be paid a stipend and receive tuition remission (up to eighteen semester hours per semester and up to twelve semester hours for the summer term). Parking fee and out-of-state surcharge will be remitted.
  - (3) The associate provost is responsible for the administration of the program and appointment of graduate assistants, graduate research assistants, graduate assistant interns, and teaching assistants.
  - (4) The total number of graduate assistantships and teaching assistantships shall be allocated annually as a part of the institutional budget development process and will take into account the needs of new graduate programs as they are developed and implemented and the opportunities to increase enrollment and research through the growth of existing graduate programs. Colleges, departments, or external sources can also provide funds to support additional assistantships.
  - (5) Additional assistantship positions may be created by the associate provost when external funding has been obtained. In such cases, payment for assistantships may be made at rates higher than normal university rates if the external funding agency has a predetermined payment schedule or allows higher rates of payment.
  - (6) GA, TA, and GA/I are typically two semester appointments and a GRA is a twelve-month appointment.
- (D) Procedures.
- (1) The associate provost shall allocate graduate assistants approved within the university budget across the institution.
  - (2) An academic department may recommend only full-time graduate students with regular (not provisional) status for an assistantship. Exceptions to this requirement may be granted only prior to appointment by the associate provost with sufficient justification from the recommending department. A GA or TA with a teaching assignment may not have any undergraduate academic course

deficiencies in any area that will be included in the assistant's teaching assignments.

- (3) Recommendation to appoint a GA, GRA, GA/I and/or TA must be obtained from the academic dean. Applications with the appropriate recommendations for appointment are forwarded to the associate provost, who makes the official appointment. No department is authorized to communicate to any applicant for a graduate or teaching assistantship that an award will be made. A department is authorized to communicate that they are recommending a student for appointment as a GA, GRA, GA/I, or TA. The college of graduate studies supports the "April 15<sup>th</sup> Resolution" regarding graduate scholars, fellows, trainees and assistants of the council of graduate schools ("CGS"). Appointments and communications regarding appointments will adhere to said resolution as described on the [CGS webpage](#).
- (4) Appointment as a GA, GRA, GA/I, or TA will normally occur for the fall or spring semester and be made prior to the beginning of the fall semester. Graduate research assistant appointments may begin in the summer term. In cases in which an appointment becomes available in the middle of a semester due to the availability of external funding, the stipend will be prorated to accommodate the period of time covered. Regardless of funding source, the stipend may be prorated to accommodate situations where students fail to begin or complete their assistantship as scheduled.
- (5) Graduate assistants (GA, GRA, GA/I, or TA) shall not hold full-time outside employment. Additional employment within the university is not permitted without the approval of the associate provost.
- (6) A faculty member within the department to which the graduate assistant is assigned will be designated to be directly responsible for the supervision of the assistant. A mentor from an academic department who will ensure the appropriate educational experience of the assistantship or internship must be designated. This applies to GA, GRA, GA/I, and TA positions.

- (7) All teaching assistants must participate in a formal mentoring program in the department of instruction prior to being assigned independent teaching activities in that department.
- (8) Additional information about graduate assistants, graduate research assistants, graduate assistant interns, teaching assistants may be found in the “College of Graduate Studies Policy Book” or online at: [college of graduate studies assistantships and fellowships](#) webpage.