



Graduate Assistant Handbook

2022-2023

# Table of Contents

[Introduction](#)

[Objectives and Qualifications](#)

[Procedures and Deadlines](#)

[Award Letters](#)

[Stipend and Tuition Waiver](#)

[Registration and Billing](#)

[Financial Aid](#)

[Positions and Responsibilities](#)

[Weekly Work Hours](#)

[Types of Graduate Assistantships](#)

[Requesting a Graduate Assistant Position](#)

[Length of Graduate Assistantship](#)

[Reapplication for Graduate Assistantship](#)

[Notice of Continued Appointment](#)

[Additional Benefits](#)

[Graduate Assistant Supervisors](#)

[Evaluation of Graduate Assistants](#)

[Conduct and Professional Behavior](#)

[Title IX](#)

[Termination of Assistantship](#)

[Complaints, Grievances, and Dispute Resolution](#)

[Additional On-Campus and Outside Employment](#)

[Professional Development](#)

[Changes to Policies and Procedures](#)

[Resources](#)

[WLU Organizational Chart](#)

[Appendix A: Graduate Assistantship Checklist](#)

[Appendix B: WLU Student's Statement of Understanding FERPA](#)

[Appendix C: Responsibilities of Graduate Assistant Supervisors](#)

# Introduction

The Office of Graduate Studies has prepared this handbook for the benefit of graduate students and supervisors of graduate assistants as part of the Graduate Assistantship program at West Liberty University. This handbook is intended to provide information about the various policies and procedures that are used for awarded graduate assistantship positions. In compliance with WLU Procedure 254: Graduate Assistantships effective December 11, 2016, and updated August 1st, 2022.

Graduate Assistants are expected to become familiar with the information in the Graduate Assistantship Handbook and with the policies and procedures of West Liberty University that are published in the Graduate Catalog and on the Human Resources webpage.

For questions pertaining to Graduate Assistantship policies and regulations, graduate assistants also can contact the Dean of Graduate Studies. Each year, the Office of Graduate Studies at West Liberty University and various academic and non-academic departments offer a limited number of graduate assistantships to qualified graduate students. The term graduate assistantship is used generically in this document to include graduate teaching assistantships (GTA), graduate research assistantships (GRA), and graduate service assistantships (GSA). The term graduate assistant (GA) is used generically to include all three categories of graduate assistantships at West Liberty University.

## Objectives and Qualifications

Graduate Assistants (GAs) are, first and foremost, graduate students pursuing an education. The opportunity to work closely with faculty members and undergraduate students in teaching, research or administrative environments is an integral part of education. Graduate students who hold assistantships benefit educationally and professionally. They gain further expertise in their field; enhance their research skills and develop pedagogical skills; acquire experience in leadership, interpersonal effectiveness, and performance evaluation; acquire academic administrative experience, and enjoy collegial collaborations with advisors that may result in joint publications and other professional activities. Skills learned in assistantships prepare students not only for the academy, but also for corporate, government, and nonprofit organizations.

Assistantships also provide graduate students with the financial resources necessary to pursue their degrees. This financial support—tuition remission and/or stipend—is part of the University's commitment to the success of our graduate students. The University is committed to ensuring that graduate assistant assignments are productive, enhance student qualifications, meet funding support and workload goals, and are consistent with the educational objectives of the student and his or her program.

To be eligible for an assistantship, a student must be admitted as a degree-seeking graduate student to West Liberty University and in good academic standing. To begin the assistantship students must be enrolled in coursework associated with their graduate degree. A graduate assistant will begin their work as a GA one week prior to the beginning of classes for the academic semester. Students must begin the assistantship no later than the drop/add period of that term. Maintaining assistantship eligibility requires a minimum grade point average of 3.0 each academic term in all courses taken for graduate credit.

Graduate assistants must register for a minimum of six graduate units each semester they have the assistantship. Graduate students who are full-time employees of West Liberty University are not eligible for graduate assistantships.

## Procedures and Deadlines

- Graduate students who have been accepted into a graduate program of study can apply for a graduate assistantship.
- A list of available assistantship openings are on WLU Job Opportunities at the following link:<https://westliberty.edu/human-resources/graduate-assistant-employment/>
- Graduate Assistants are selected by the GA supervisor. The GA supervisor will give the name of the selected student for a GA position to both the Office of Graduate Studies and **the Student Employment Coordinator. The Student Employment Coordinator will remove the posted GA position.**

- Graduate Assistants receiving a stipend must also complete all necessary new hire paperwork with the Student Employment Coordinator.
- The Office of Graduate Studies will review the selected graduate student for both admission and class registration. An award letter will be sent via email to the student which must be signed and returned.
- Students must abide by stated requirements and deadlines which include but are not limited to human resources, payroll, parking, and tuition. Otherwise, the student may not be eligible for the assistantship. All fees and tuition dues are to be paid on time regardless of the assistantship. If not paid on time, a penalty may be issued and it is possible that courses will be dropped. There will be no advance payment for this situation. **Student GAs paying to park on campus will receive a student parking pass and should park in designated student parking areas.**
- International students are subject to additional rules articulated by the federal government. Differences between international and domestic students include work eligibility, tax status, and the ability to have additional on-campus employment. International students are to direct their questions to the International Student Office.

## Award Letters

Upon appointment, each graduate assistant will receive an award letter that contains detailed information concerning the terms and expectations of the assistantship.

1. Semester of the appointment
2. Starting and end dates of the appointment, including the dates during which the graduate assistant is expected to be on campus to perform the duties of the assistantship and any necessary required training.
3. Economic benefits of the assistantship, including stipend and tuition assistance amounts and any access to health and/or other benefits
4. Department or office to which the graduate assistant will report, including the name of the individual who will supervise the graduate assistant.

## Stipend and Tuition Waiver

Most graduate assistants are eligible for a tuition waiver and room waiver (can only be used in qualified student housing, GAs should check with the Office of Housing and Residence Life for a listing of qualified student housing), some positions may also include a stipend. The amount varies according to the type of graduate assistantship, length of the period of employment (months), and the number of hours worked per week (maximum of 20 hours per week). Tuition waivers include up to 18 credit hours per academic year regardless of in-state or out-of-state tuition. The tuition waiver will be granted only for courses that are required for the degree program and/or approved by the degree program director. The Graduate Assistantship Program does not cover classes that a student withdraws from after the drop/add deadline. It is the student's responsibility to reimburse the University for the tuition associated with these courses.

Tuition waivers are granted for undergraduate course units only when those courses are required as part of the graduate degree program. Because the students will be charged for these courses at the undergraduate rate, the tuition waiver will be awarded at the undergraduate rate. University fees will not be waived; they must be paid by the student by the due date. Otherwise, classes will be dropped and a late fee will be assessed.

Due to Payroll processing, it will take at least 4 weeks for new students to receive their first paycheck for the stipend (**this is ONLY if the student completes the necessary new hire paperwork on time with the Student Employment Coordinator**). Students who do not receive their first paycheck within 6 weeks are to contact **the Student Employment Coordinator**.

## Registration and Billing

Students must be registered for courses before they can receive a graduate assistantship. Supervisors should encourage potential GAs to register for classes as soon as possible. This will enable the Office Graduate Studies to issue the award letter to the student and ensure that the tuition waiver is added to the student's account in a timely manner. Students must pay for all fees and tuition not covered by the award.

The supervisor's timely submission of the student's name to the Office of Graduate Studies and the student returning their signed award letter minimizes the risk that the student will be charged for the tuition and assessed the late fee. Students

who postpone registering for courses to delay when they will be billed by the University compromise the likelihood of receiving a graduate assistantship. They also run the risk that their needed courses will not be available. Bills are to be paid 10 days prior to the start of each semester.

## Financial Aid

For all questions, students can reach out to the Financial Aid Office at <http://www.westliberty.edu/financial-aid> , [finaid@westliberty.edu](mailto:finaid@westliberty.edu), or (304) 336-8016. Students who receive a graduate assistantship for only the Fall term (i.e., do not have an assistantship for the spring term) and want to request a spring loan increase, must notify the Financial Aid Office. Graduate Assistants must be enrolled at least half-time (4.5 credit hours) in graduate coursework to receive any loan disbursements for a given term.

## Positions and Responsibilities

Graduate assistants may be awarded positions in academic programs, administrative offices, external works sites, or other sites approved by the Provost. Students are encouraged to apply, though are not limited to those positions that are in the department of their degree program and in other university units related to their professional goals.

Graduate assistants are assigned duties that are commensurate with their experience and qualifications, and with the needs of the program/office/worksites. Responsibilities vary and may include: administrative and project support for programs, departments, university units, and external agencies; teaching and classroom support; research and grant support; technology support; and tutoring services.

The Dean of Graduate Studies will review all job descriptions for GA positions with the Chief Human Resource Officer and Chief Financial Officer. Graduate assistants are to provide appropriate work in the assigned department, administrative unit or off-campus site for no more than 20 hours per week. Supervisors will give their assigned GA(s) a written description of their responsibilities prior to the student beginning their position. However, the supervisor retains the flexibility to adjust these responsibilities throughout the term to meet emerging needs.

## Weekly Work Hours

Work hours for GAs must be established with the GA supervisor on a weekly basis. The supervisor is responsible for keeping track of the student GA's hours. If it is an hourly paid GSA position this must be logged through Kronos. If a student wishes to assist in their position hours past the allotted 20 hours per week, those hours are considered volunteer hours. At no time should a student GA feel obligated or coerced by their supervisor to work more than 20 hours per week. If a student GA feels they are expected or coerced in any way they should report to the Office of Graduate Studies and/or Human Resources immediately.

## Types of Graduate Assistantships

There are three types of Graduate Assistantship:

1. Graduate Teaching Assistant (GTA): The duties of the GTA are primarily instructional. These individuals are selected based on past teaching experience or academic promise as effective instructors in their field of study. A GTA may be assigned responsibility for a self-contained class, for a laboratory or discussion class accompanying a faculty-taught lecture class, or for assisting a faculty member with teaching-related tasks such as lecturing, leading discussion groups, serving as an assistant to laboratory classes, advising students, proctoring examinations, preparing class materials, assisting during class, grading tests and papers, and providing general assistance in the instructional process. Graduate students engaged as Assistant Coaches may be considered GTAs. GTAs who teach courses for credit and/or assign final course grades must meet the faculty qualification standards established by WLU Policy.
2. Graduate Research Assistant (GRA): GRAs are selected for excellence in scholarship and promise as researchers. They may be employed by any of the University's academic, research, or administrative offices. They engage in part-time research as a portion of their training and academic program under the direct supervision of graduate faculty members or support the research initiatives of the institution. The nature of the assistance they provide may vary by discipline and can involve a variety of activities, such as library work,

proposal writing, data gathering, and data analysis. While the placement of GRAs within their program of study is a priority, some GRAs may be appointed to units outside their academic discipline.

3. Graduate Service Assistant (GSA): The title GSA refers to graduate students who are employed to aid faculty or staff members with functions of the unit in which the appointment is made. Any academic or non-academic unit may establish service assistantships. The GSA is responsible for a professional member of the unit who supervises and trains the student in the service role. Duties vary depending on the needs of the unit.

## Requesting a Graduate Assistant Position

All requests for graduate assistant positions must be submitted by stated deadlines. A budget shall be established annually for the award of graduate tuition waivers, housing waivers, and stipends. Any unit may request the establishment of an assistantship by submitting Form A in WLU Procedure 254, to the Dean of Graduate Studies. Units requesting a GA position must also include a completed requisition to hire form, and fixed pay form (as needed). GA positions requested with stipends should also include the stipend in their unit budget request. The establishment of any GA position must be approved by the unit head, VP for Fiscal and Provost. Positions must be renewed each academic year.

## Length of Graduate Assistantship

The graduate assistantship is for one semester as specified in the award letter. The maximum 20-hour graduate assistantship, together with class attendance and study, is considered a full-time undertaking. Graduate assistants must satisfactorily fulfill their responsibilities to the university without conflict by outside employment. Graduate students are to remain in contact with their supervisors regarding how they will fulfill the required hours of work.

## Reapplication for Graduate Assistantship

Awards are generally for one semester or summer term, but maybe renewed; renewal is not automatic or guaranteed. Students will not be awarded a graduate assistantship beyond a maximum of 2 academic years.

Factors influencing the decision to reappoint a graduate assistantship may include:

1. Satisfactory academic performance and progress towards degree
2. Satisfactory performance of assigned assistantship responsibilities and duties
3. Availability of funds
4. Department/university and institutional limits on the number of years for which an assistantship may be renewed
5. Specific departments/university unit needs, constraints and policies, including efforts to allow a large number of qualified students to benefit for assistantships

## Notice of Continued Appointment

Except under justifiable circumstances, graduate assistants whose appointments are for more than one term will be notified by their supervisor of their appointments and of decisions not to renew appointments, at least 30 days prior to the start date of the appointment.

1. If a decision to renew an appointment cannot be made within that time, the graduate assistant will be informed by the supervisor at least 30 days in advance of the assistantship start date of an estimated date for the renewal decision.
2. Circumstances which may justify fewer than 30 day notice include, but are not limited to, uncertainty in funding the graduate assistant position, availability in resources, and course enrollments.
3. Nothing in this section shall prevent a program, department or unit from making an appointment to a graduate assistant on short notice based on a change in circumstances in class enrollments, availability of resources or other factors.

## Additional Benefits

### Facilities

Programs, departments, and university units generally provide graduate assistants with suitable workspace, laboratory space, and office space when necessary. Also, graduate assistants usually have access to desks, file space, computers,

telephones, and copying machines or services. Graduate assistants are to contact the individual program, department or university unit for more specific information.

## Graduate Assistant Supervisors

Faculty and staff who supervise graduate assistants must be familiar with the institution's policies and procedures for graduate assistants. Each department chair, faculty member or unit head who supervises a graduate assistant shall have access to the West Liberty University Graduate Assistantship Handbook and shall receive a copy of the graduate assistant's award letter. The Handbook is available on the Graduate Assistantship web page. Supervisors are to review the terms of the graduate assistantship with the student. Supervisors are accountable for adherence to the terms of their graduate assistant's award letter and the requirements stated in the West Liberty University Graduate Assistantship Handbook. Supervisors are to provide guidance and feedback, monitor the quality of an assistant's work, and verify that the required work hours are fulfilled each term.

## Evaluation of Graduate Assistants

The performance of graduate assistants in their assigned responsibilities is expected to be of the highest quality throughout the term of appointment. It is the responsibility of the supervisor to develop criteria for work expectations and to provide feedback to the graduate assistants regarding their performances in the assistantship. They are to have a system for monitoring the work hours and type and quality of work. Supervisors and graduate assistants are to maintain a record of the hours worked and the work completed each week. The work is to be educationally and professionally relevant, rather than clerical in nature. In addition, supervisors and graduate assistants should keep a record of the supervisory sessions. Supervision should occur routinely throughout the assistantship. Supervisors will complete a formal evaluation of each student GA semesterly and submit this evaluation to the Office of Graduate Studies.

## Conduct and Professional Behavior

Graduate assistants are expected to conduct themselves with the same sensitivity and thoughtfulness that they would expect to receive from others in all of their interactions with students, faculty, and other members of the university community. A graduate assistant's teaching, research, and administrative activities are subject to the ethical precepts and code of the academic profession, to the laws of the State of West Virginia regarding its employees, and to the university policies that govern institutional obligations. Graduate Assistants are also subject to the West Liberty University Student Code of Conduct. Violation of any of these standards constitutes the basis for disciplinary action in accordance with procedures set forth in the West Liberty University's policies. It is the responsibility of the graduate assistant to review and become familiar with all West Liberty University policies. Graduate Assistants will be required to participate in mandatory West Liberty University training as needed and must comply with all WLU policies and procedures.

### **FERPA Regulations**

Often, Graduate Assistants interact with students and/or student records, including academics, financial aid, billing, and other personal information. All student information and records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is a federal law that protects students from any persons gaining access to their student records without their permission. When a position requires a Graduate Assistant to interact with student records, the Supervisor reviews the relevant FERPA regulations, provides training in handling student information, and requires the Graduate Assistant to sign a form to verify their understanding of and intent to follow FERPA regulations.

## Title IX

### **Important WLU Policies Impacting Your Role as a GA with Title IX**

The following important WLU policies can impact student roles (particularly as graduate assistants) in regards to Title IX (WLU BOG Policy 32)

### **Title IX**

Title IX is the landmark federal civil rights legislation that prohibits sex discrimination in educational institutions that receive federal funding. It is not just about sports: the law protects all students, faculty, and staff persons, regardless of their sex, gender identity, or gender expression from discrimination in all aspects of education programming and specifically addresses sexual violence and harassment. At West Liberty University, sexual violence includes sexual harassment,

sexual assault, unwanted sexual contact, sexual misconduct, domestic violence, relationship abuse, dating violence, and stalking (including cyber-stalking). The definitive resources on the University's policies and procedures on sexual violence and harassment can be found:

<https://westliberty.edu/bog/files/2010/01/Policy-32-Sexual-Harassment-Sexual-Discrimination-and-Other-Unlawful-Conduct.pdf?x81669>

Inquiries regarding sexual violence and harassment and reporting responsibilities of such incidents should be directed to the Title IX Coordinator. The Title IX Coordinator works with University constituents to establish policies, provide training and awareness on sex discrimination and sexual violence and harassment issues, and manages the complaint process, overseeing investigations and hearings and taking action to ensure that persons impacted can continue their education and work safely and free of further infringement.

### **Consensual Relationship Policy**

This policy provides guidelines specifically designed to prevent conflicts of interest that can occur when two members of the WLU community whose institutional roles place them in an uneven power dynamic. Graduate assistants should also take responsibility for conducting themselves professionally and should be aware of the ways that power dynamics shape their various roles at West Liberty. As a graduate assistant, please see Section 6 of Policy 32 for full details in regard to engaging in relationships with different members of the campus community.

## **Termination of Assistantship**

Students may terminate the assistantship at any time by giving two weeks' notice in writing to their supervisor and to the Graduate Assistantship Office. The stipend will be paid on a prorated basis through the last day of work. Termination by the student prior to completion of the contractual agreement voids the tuition waiver. The student will be billed for the entire tuition owed for that academic term. Graduate assistants who terminate their assistantship because of withdrawal from West Liberty University must abide by West Liberty University policies and procedures for withdrawal notification and refund policy requests as stated in the Graduate Catalog and on the West Liberty University website.

Graduate students are expected to represent the University in a positive manner. A graduate assistant may be terminated for the following reasons:

1. Suspension or dismissal of a graduate student from the University for disciplinary reasons and/or academic misconduct
2. The student is found responsible for violations of the student code of conduct.
3. The student's overall GPA drops below the academic program requirements.
4. Failure to perform work assignments at a satisfactory level

The assistantship may be terminated under unusual and compelling conditions for such reasons as unsatisfactory performance, excessive absenteeism; behaviors considered detrimental to the program, department, university unit or external site; academic misconduct; delinquency in academic work; violation of the WLU Student Code of Conduct; violations of state or federal law; misrepresentation or false data given on the graduate application materials; or violation of the terms of the assistantship agreement. The University reserves the right to terminate a graduate assistant if, at the discretion of the Provost, the circumstances of a particular situation warrants such action.

Written notice of such termination is to be given to the student and the Office of Graduate Studies by the supervisor. Payment of the stipend and voiding of the tuition waiver is the same as when the student terminates the assistantship. 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 until the end of the current academic semester.

## **Complaints, Grievances, and Dispute Resolution**

### **Informal Resolution of Concerns**

Graduate assistants having difficulties with their roles and responsibilities first should discuss the situation with their supervisor. The student is to arrange a meeting with the supervisor. The supervisor is to meet with the student within 10 business days of the request. Supervisors are concerned with the success of the project and the graduate assistant, and usually are eager to help. The supervisor has 10 business days after the meeting with the student to provide a written response.

### **Formal Grievance Procedure**

This procedure applies to the following issues:

- a. Workload volume and scheduling
  - b. Inappropriate work assignments
  - c. Termination of a graduate assistantship within the semester of appointment
  - d. Non-renewal of an assistantship for arbitrary or capricious reasons including reprisal for filing a grievance
- No other issues can be the subject of this formal grievance procedure.

If the graduate assistant has a dispute with the determination made by the supervisor or if the issue remains unresolved, the graduate assistant is to submit the issue to the program director/department chair or head of the university unit to which he/she is assigned. This procedure is to be followed regardless of the funding source for the graduate assistantship as the supervisor is accountable to his/her program director/department chair or university unit head for the supervision of the graduate assistant. In those situations where there is a program director and a department chair, the graduate student should follow the protocol within the department as to the appropriate person to contact.

The graduate assistant is to submit the grievance in writing within 10 business days of receipt of the written response by the supervisor and provide a detailed description of the grievance, the facts supporting the grievance, and all pertinent documentation.

The program director, department chair or head of the university unit is to meet with the student within 10 business days of receiving the written grievance from the graduate assistant. The purpose of this meeting is to provide an opportunity for the graduate assistant to discuss the grievance and to provide the facts and evidence that support it. Neither the graduate assistant nor the supervisor has the right to have counsel present at the meeting.

The program director/department chair or head of the university unit also may request further pertinent documentation from any source, question and/or interview any persons with pertinent information, and/or consult with University counsel. The graduate assistant has the burden of demonstrating the merits of his/her grievance. The program director/department chair or head of the university unit is to provide a written response within 10 business days after the meeting with the graduate assistant that states the resolution to the grievance.

The graduate assistant may appeal the decision of the director/chairperson/unit head to the Provost. The graduate assistant is to submit the appeal in writing to the Provost, including all documentation provided to the program director/chairperson/unit head and the written response from the program director/chairperson/unit head, within 10 business days after the date of (receipt of) the director/chairperson/unit head's written response. The graduate assistant has the burden of demonstrating the merits of his/her grievance. The graduate assistant has no right to meet with the Provost to discuss the appeal. The Provost may request further pertinent documentation from any source, question and/or interview any person with pertinent information, and/or consult with University counsel. The Provost will review the information and provide a written response within 10 business days of receipt of the written appeal. The graduate assistant can appeal the decision of the Provost in writing to the Graduate Council.

The student or the supervisor may request that a panel member be substituted on the grounds that the panel member has a conflict of interest. The student is to forward all documented evidence to the Graduate Studies Office who will forward the materials to the Graduate Council.

To appeal, the graduate assistant must submit all documentation provided to the program director/chairperson/unit head and the Provost, and the written responses from the director/chairperson/unit head/dean, within 10 business days from receipt of the Provost's written response. The graduate assistant has the burden of demonstrating the merits of his/her grievance. The graduate assistant has no right to meet with the Graduate Council, or any of its members, to discuss the appeal. The Graduate Council also may request further pertinent documentation from any source, question and/or interview any person with pertinent information, and/or consult with University counsel. The Graduate Council will review the appeal at its next scheduled monthly meeting and provide a written response within 10 business days after the meeting. The decision of the Graduate Council is final. Any of the above time periods can be extended if there is a compelling reason to do so. Reprisals against graduate assistants for filing a grievance are strictly prohibited.

The decision whether to renew an assistantship, except for the reasons listed above, remains within the discretion of the department chair and is not subject to the grievance process. The grievances discussed here do not include academic grievances, nor grievances related to the Student Code of Conduct. These procedures are detailed in the Student Handbook.

## Additional On-Campus and Outside Employment

Students receiving paid stipends for their GA positions are not eligible for other on-campus student employment positions which would exceed their 20 hours a week maximum work allowed per Fair Labor Standards Act (FLSA). Those graduate

assistants working positions designated as resident assistant positions are permitted to work additional on-campus employment as permitted per FLSA.

Although it is expected that the combined responsibilities of a graduate assistantship and necessary study will occupy all the time available to a student during the academic year, the university does not prohibit a graduate assistant outside employment in addition to their university appointment. It is up to the graduate assistant to determine the amount of time, if any, he or she may devote to additional activities while still maintaining satisfactory progress toward the degree and satisfactory fulfillment of his or her assistantship obligations. Departments and programs do have the discretionary right, however, to make appointments to students whose commitment suggests that they are most likely to attain their educational goals and maintain assistantship responsibilities in the most expeditious and effective ways.

## Professional Development

### **Orientation and Information**

Graduate assistants are to attend the orientation meeting scheduled by the Graduate Assistantship Office and to access and review the online graduate assistant orientation and Graduate Assistantship Handbook that contains all relevant policies and procedures applicable to graduate assistants.

### **Professional Development Opportunities**

Graduate assistants are strongly encouraged to participate in professional development opportunities. These include those offered through the Graduate Student Association, their department, or the university.

### **Toppers Association of Graduate Students (TAGS)**

The presence of graduate assistants is mandatory for all TAGS meetings that will take place once a month.

## Changes to Policies and Procedures

Graduate assistants shall be apprised of any changes to relevant policies and procedures on a timely and ongoing basis. These changes will be posted on the Graduate Assistantship website and updated in the Graduate Assistantship Handbook.

## Resources

Human Resources - Shaw Hall -304-336-8029

Admissions - Shaw Hall - [admissions@westliberty.edu](mailto:admissions@westliberty.edu)

Financial Aid - Shaw Hall - [finaid@westliberty.edu](mailto:finaid@westliberty.edu) - 304-336-8016

Office of Graduate Studies - Shotwell Hall - [gradstudies@westliberty.edu](mailto:gradstudies@westliberty.edu) - 304-336-8015

Registrar - Shaw Hall - [registrar@westliberty.edu](mailto:registrar@westliberty.edu) - 304-336-8017

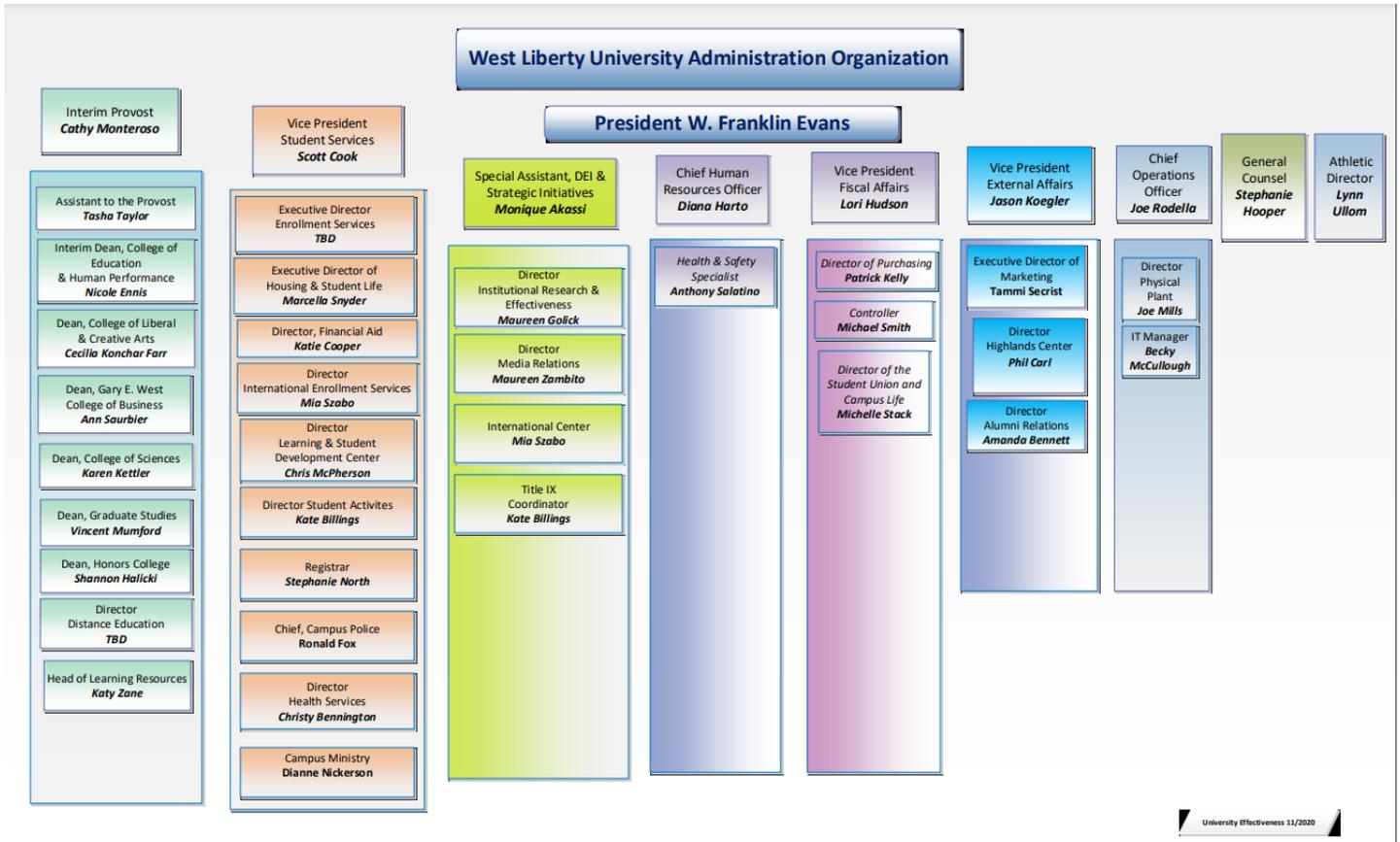
Student Employment Coordinator - Shaw Hall - 304-336-8020

Learning and Student Development Center - Main Hall - 304-336-8018

Housing and Student Life - Rogers Hall - [reslife@westliberty.edu](mailto:reslife@westliberty.edu) - 304-336-8345

# WLU Organizational Chart

<https://westliberty.edu/university-effectiveness/files/2022/07/University-org-2021.pdf>



## Appendix A: Graduate Assistantship Checklist

- Admitted to a WLU Graduate Program
- Registered for classes for the upcoming semester
- If planning on living on campus - applied for Student Housing
- Received, signed, and returned GA Award Letter to the Office of Graduate Studies
- Completed all necessary new hire paperwork (only applicable for GA positions with a stipend) \*\*\*\*Please note - GAs with a paid stipend are not allowed to begin working until they have completed all **necessary new hire paperwork and have received an email stating they are approved to begin working with their start date from the Student Employment Coordinator.**
- Attend GA Training
  - Complete all required university training including but not limited to sexual harassment and Title IX.

## Appendix B: WLU Student's Statement of Understanding FERPA

I understand that by the virtue of my employment with West Liberty University, I may have access to other students' records and forms, which may contain academic and individually identifiable information (including social security numbers), the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974.

I acknowledge that I fully understand the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by the law.

I further acknowledge that such willful and unauthorized disclosure also violates West Liberty University's policy and could constitute just cause for disciplinary action, regardless of whether criminal or civil penalties are imposed.

---

**Student's Printed Name**

---

**Student ID#**

---

**Student Signature**

---

**Date**

## Appendix C: Responsibilities of Graduate Assistant Supervisors

1. Requesting a Graduate Assistant position by the established annual due date;
2. Finding a qualified student to fill an approved Graduate Assistant position and ensuring that the university hiring processes are completed prior to the Graduate Assistant commencing work;
3. Ensuring that the Graduate Assistant has completed any applicable WLU training such as the sexual harassment and Title IX training that is a required part of the orientation for all graduate students;
4. Reviewing, understanding, and following the policies, procedures, and practices outlined in the West Liberty University Graduate Assistant Handbook;
5. Ensuring that the Graduate Assistant reviews, understands, and follows the policies, procedures, and practices outlined in the West Liberty University Graduate Assistant and Student Handbook;
6. Assigning each task, assignment, activity, etc. to the Graduate Assistant;
7. Monitoring the work habits and functions of the Graduate Assistant and providing feedback, redirection, and adjusting performance, when required;
8. Ensuring that the Graduate Assistant does not exceed more than 20 hours per week and maintaining a log of work hours;
9. Assessing, evaluating, and documenting the Graduate Assistant's progress in their position, and
10. Promptly notifying the Office of Graduate Studies of any deficiencies in work performance, any changes in employment (including termination and dismissal), or if the Graduate Assistant misses more than the hours in one normal Graduate Assistant work week.

As noted above, Graduate Assistant tasks, responsibilities, and duties are assigned by the approved Graduate Assistant supervisor.