

## Procedure and Process for Requesting Graduate/Teaching Assistantship Lines for 2022-23 & 2023-24

This procedure and process applies to all GA/TA lines supported by the Division of Academic Affairs, except for Graduate Diversity Fellowships, for which another procedure and process exists. (November 10, 2021)

1. A graduate assistant (GA) or a teaching assistant (TA) designation will be determined by the requesting unit according to the duties indicated in the links below.

Please review these links for more details.

<https://www.suny.edu/hr/compensation/unclassified/g/graduate-assistant/>

<https://www.suny.edu/hr/compensation/unclassified/t/teaching-assistant/>

2. This procedure and process is for GA/TA line allocations for the next two years only. During the second year (2023-24), Academic Affairs departments/units/offices must reapply for all existing GA/TA lines or apply for new GA/TA lines. No GA/TA lines allocated during this current cycle to an Academic Affairs department/unit/office is guaranteed for more than two years. Redistribution or termination of allocated GA/TA lines during this two-year cycle is at the discretion of the Office of the Provost.
3. Full-time enrolled graduate students with a minimum of 9 credits per semester and part-time enrolled graduate students with a minimum of 6 credits per semester in graduate programs in the Division of Academic Affairs are eligible to be appointed as a GA or TA.
4. The funds available for GA/TA lines for the 2022-23 and 2023-24 AYs are projected to be \$600,000. These amounts include the cost of tuition waivers and stipends awarded to each GA/TA line. Changes in tuition costs can affect the number of total GA/TA lines awarded.
5. The Office of the Provost will support the request of full-time GA/TA lines. For each full-time GA/TA line, the support includes: 1) a stipend of \$7,500 per academic year and, 2) support of up to 9 credits of in-state tuition scholarship per semester (maximum of 30 credits per student applied only to degree-required courses, as determined by the course requirements of the program). Please see the table below indicating the amount supported for full or part-time tuition. For a full-time GA/TA line, the student is expected to work an average of 20 hours per week per semester. A full-time GA/TA line can be split equally between two full-time students. Students can be appointed for either one semester or for the two-semester academic year.

6. The Office of the Provost will also support the request of part-time GA/TA lines. For each part-time GA/TA line, the support includes: 1) a stipend of \$5000 per academic year and, 2) support of up to 6 credits of in-state tuition scholarship per semester (maximum of 30 credits per student applied only to degree-required courses, as determined by the course requirements of the program). Please see the table below indicating the amount supported for full or part-time tuition. For a part-time GA/TA line, the student is expected to work an average of 14 hours per week per semester. A part-time GA/TA line cannot be split. Students can be appointed for either one semester or for the two-semester academic year.
7. Departments and academic units can request full-time and/or part-time GA/TA lines. However, the GA/TA line(s) granted to the department or unit may differ from that originally requested in the application. The final decision on the type of GA/TA line (part- or full-time) allotted to a department or academic unit is made by the Dean's Council.
8. Undergraduate-only departments and academic units in need of support that is provided by a GA/TA (tutoring; serving as academic mentors for undergraduate students; organizing recitals, conferences, and other academic events; representing the College or department in open houses; assisting in external grant preparation; and aiding with various types of assessment), should make joint proposals with a department that has already admitted graduate students.
9. The process for requesting GA/TA lines will be managed by the Assistant Dean of Arts & Sciences, and the Associate Deans of Education, Health & Human Services and the School of Business & Management. Together they will make recommendations and forward them to the Deans' Council, which will make the final GA/TA appointment allocations. The Provost has allocated funds to each school for GA/TA appointments while also retaining some funds for other academic affairs units.
10. Units anticipating a short-term need for a GA (e.g., organizing major conferences or other academic events requiring a year or two of planning), for which funds from the Office of the Provost will be set aside, should notify their Assistant Dean (SAS) or Associate Deans (EHHS, SOBAM) as soon as the need is recognized. An application form will be provided and reviewed. The Deans' Council will make GA assignment decisions in these cases contingent on funding availability from the Office of the Provost GA/TA reserve funds.
11. In collaboration with an appropriate graduate program, all departments, programs, and administrative units in the Division of Academic Affairs are eligible to request Graduate or Teaching Assistant support, consistent with the goals and principles described above.

**Please complete a Graduate or a Teaching Assistantship Request Form for each GA or TA line being requested.**

## GA/TA Request MachForms

Graduate Assistantship Request Form

<https://forms.brockport.edu/view.php?id=5930893>

Teaching Assistant Request Form

<https://forms.brockport.edu/view.php?id=5932351>

Please complete a request form for each GA/TA line being requested.

## Timeline of Process

Nov 15, 2021	Application Process Opened to the College
December 13, 2021	Submission Deadline for GA or TA Request Form Applications
December 14, 2021	Asst/Assoc. Deans from Each School Review Applications
January 10, 2022	Dean's Council Reviews Recommendation of Asst./Assoc. Deans
January 31, 2022	Notification to Departments
July 1, 2022	Deadline for Appointment Forms for Fall 2022 due to HR

## Cost of Tuition

<u>Tuition - GR Res FT</u>	<u>Tuition - GR Res PT</u>	<u>Tuition - GR Res FT, MSW</u>	<u>Tuition - GR Res PT, MSW</u>	<u>Tuition - GR Res FT, MBA</u>	<u>Tuition - GR Res PT, MBA</u>
8,478	5,652	9,810	6,540	11,250	7,500

FT = 9 credits

PT = 6 credits

## TA Request Form

According to SUNY HR Policy- A Teaching Assistant is directly involved in instruction and their stipends are charged to instructional budgets are included in instructional FTE. ([suny.edu/hr/compensation/other\\_service/teaching-assistants/](http://suny.edu/hr/compensation/other_service/teaching-assistants/))

\_\_\_\_\_ Request for full-time TA (works 20 hours per week/ 10 months). This line can be evenly split between two full-time graduate students.

\_\_\_\_\_ Request for part-time TA (works 14 hours per week/ 10 months). This line cannot be split.

1. Describe how the department will use the TA position to recruit and or retain highly qualified graduate students. Please also provide enrollment numbers in your graduate program in the past three years.
2. Describe the responsibilities and duties of the TA. Provide detailed descriptions of each duty and how much time each duty will take per week. Indicate if the responsibilities and duties involve instructional duties (e.g. course, lab, studio, tutoring, or other). Provide information on historical enrollment in courses TA will teach or the number of student interactions (e.g. tutoring).
3. Indicate the importance the responsibilities and duties described specifically in question one that the TA has in the department's major/minor/graduate program(s) as well as in programs offered by other departments.
4. How will the duties performed by the TA provide meaningful educational and/or professional experiences for the graduate student?
5. Describe in detail how the TA position will benefit the department/unit and the Division of Academic Affairs.
6. Provide a cost analysis to support the value of the TA to the department/unit and the Division of Academic Affairs versus an adjunct.

## GA Request Form

According to SUNY HR Policy- A Graduate Assistant normally performs non instructional duties and are charged against non-instructional budgets. ([suny.edu/hr/compensation/other\\_service/teaching-assistants/](http://suny.edu/hr/compensation/other_service/teaching-assistants/))

\_\_\_\_\_Request for full time GA (works 20 hours per week/ 10 months). This line can be evenly split between two full-time graduate students.

\_\_\_\_\_Request for full time GA (works 15 hours per week/ 12 months). Only applicable to SED registered year-round programs. This line cannot be split.

\_\_\_\_\_Request for part- time GA (works 14 hours per week/ 10 months). This line cannot be split.

1. Describe how the department will use the GA position to recruit and retain highly qualified graduate students. Please also provide enrollment numbers in your graduate program in the past three years.
2. Describe the responsibilities and duties of the GA. Provide detailed descriptions of each duty and how much time each duty will take per week.
3. Indicate the importance the responsibilities and duties described in answer to question one will have in the department or office they will serve.
4. How will the duties performed by the GA provide meaningful educational and/or professional experiences for the graduate student?
5. Describe in detail how the GA position will benefit the department/unit/office they will work with and the Division of Academic Affairs.
6. Provide a cost analysis to support the benefit of the GA to the department/unit and the Division of Academic Affairs versus available faculty staff resources.

### TA Evaluation Rubrics

Criteria	3 (Exceed Expectation)	2 (Meet Expectation)	1 (Do not Meet Expectation)	Score
Recruitment and Retention	TA position is essential to recruit and retain highly qualified students in a competitive market.	TA position is somewhat essential to recruit and retain highly qualified students.	TA position is nonessential to recruit and retain highly qualified students.	
Responsibilities and Duties	Responsibilities and duties of TA are substantial to justify stated hours per week.	Responsibilities and duties of TA are adequate to justify stated hours per week.	Responsibilities and duties of TA are insufficient to justify stated hours per week.	
Instructional Service	Provide instructional services (e.g. course, lab, studio, tutoring) to a large group of students (20+).	Provide instructional services (e.g. course, lab, studio, tutoring) to a modest group of students (10-20).	No or limited (<10) instructional services provided.	
Program Support	Responsibilities and duties of TA are essential for the program/department.	Responsibilities and duties of TA are somewhat essential for the program/department.	Responsibilities and duties of TA are nonessential for the program/department.	
Professional Experiences	Duties performed by TA provide substantial educational and/or professional experiences to the graduate student.	Duties performed by TA provide adequate educational and/or professional experiences to the graduate student.	Duties performed by TA provide limited educational and/or professional experiences to the graduate student.	
Cost Analysis	Descriptions indicate full awareness of TA costs versus adjuncts.	Descriptions indicate limited awareness of TA costs versus adjuncts.	Descriptions lack awareness of TA costs versus adjuncts.	

Total Score \_\_\_\_\_

### GA Evaluation Rubrics

Criteria	3 (Exceed Expectation)	2 (Meet Expectation)	1 (Do not Meet Expectation)	Score
Recruitment and Retention	GA position is essential to recruit and retain highly qualified students in a competitive market.	GA position is somewhat essential to recruit and retain highly qualified students.	GA position is nonessential to recruit and retain highly qualified students.	
Responsibilities and Duties	Responsibilities and duties of GA are substantial to justify stated hours per week.	Responsibilities and duties of GA are adequate to justify stated hours per week.	Responsibilities and duties of GA are insufficient to justify stated hours per week.	
Department Service	Provide services that impact a large population.	Provide services that impact a modest population.	Provide services that impact a small population.	
Program Support	Responsibilities and duties of GA are essential for the program/department.	Responsibilities and duties of GA are somewhat essential for the program/department.	Responsibilities and duties of GA are nonessential for the program/department.	
Professional Experiences	Duties performed by GA provide substantial educational and/or professional experiences to the graduate student.	Duties performed by GA provide adequate educational and/or professional experiences to the graduate student.	Duties performed by GA provide limited educational and/or professional experiences to the graduate student.	
Cost Analysis	Descriptions indicate fully awareness of GA costs versus alternative resources.	Descriptions indicate limited awareness of GA costs versus alternative resources.	Descriptions lack awareness of GA costs versus alternative resources.	

Total Score: \_\_\_\_\_