

ROWAN UNIVERSITY

GRADUATE ASSISTANT PROGRAM

Description of the Graduate Assistantship

(1) The full-time graduate assistantship for matriculated students provides tuition waiver for an academic program of study that culminates in a graduate degree and a stipend currently of \$5000 per year (fall and spring semesters). **All fees are the responsibility of the student.** In return for the tuition waiver and the stipend, **the graduate assistant agrees to enroll for a minimum course load of 9 credits per semester**, maintain a minimum grade point average of 3.000, and carry out work assignments in an academic or administrative department of the University for up to a maximum of 20 hours per week for the term of the assistantship.

(2) In certain years, part-time graduate assistantships for matriculated students are available requiring 10 hours work assignment per week with a stipend of \$2500 per year (Fall and Spring semesters) and a tuition waiver for 6 credit hours per semester. Check with The Graduate School for specific information regarding the part-time assistantship availability and specific requirements.

(3) Some graduate programs, through special grants and program resources, have needs for Graduate Research Assistants and/or Graduate Laboratory Assistants. These full-time assistantships, when available, require special skills and award stipends of \$10,000 or higher in addition to tuition waivers. Call or write The Graduate School office for information about the availability of these assistantships.

Eligibility Criteria

Any student who has been fully accepted into a graduate program leading to a graduate degree is eligible to compete for a graduate assistantship (except for those in the MST program because of the program requirement for full-time clinical experiences in schools). A student who wishes to apply for a graduate assistantship should allow sufficient time for admissions credentials to be assembled and processed. In rare circumstances, with the approval of the dean of The Graduate School, applicants who have not yet completed the matriculation process may be considered for an assistantship. Such circumstances usually involve only the receipt of official standardized admission test data. If such approval is given, unconditional acceptance in a graduate degree program must be achieved before the end of the first semester of the assistantship. If full matriculation is not achieved by that time, the assistantship is voided. Graduate/research assistantships are not recommended for students who have other full-time employment.

Terms and Conditions of the Graduate Assistantship

Term of the Assistantship

A graduate assistantship contract is awarded for fall and/or spring academic semesters, paycheck periods running from September 1 through June 30 of the succeeding year. However, the assistantship essentially follows the academic year, i.e., from the first day of the fall semester through the final day of the spring semester. During this period, the full-time graduate assistant is expected to work 20 hours per week and the part-time graduate assistant, 10 hours per week. Terms of Graduate Research and Laboratory Assistantships may vary. The award letter will describe the terms and conditions of the contract. A student may submit a request to their supervisor for an extension of the assistantship through the following summer. Students approved for an extension receive no stipend during the summer, but may enroll in up to 6 graduate courses leading to the degree in return for hours worked.

Normally, the graduate assistantship is awarded for only one year; however, under certain circumstances, the assistantship may be renewed for an additional one or two regular academic semesters. In such cases, the graduate assistant must meet all of the following conditions: (a) must re-submit application for second year, (b) must demonstrate acceptable academic and work records, (c) must have a positive evaluation and a recommendation for an extension from the work supervisor, (d) must have earned a minimum of 18 graduate credits applicable to the degree during the regular academic year (12 graduate credits or 4 courses for part-time), and (e) must have at least 9 semester hours remaining in the graduate degree program. Any extension of a graduate assistantship must have the approval of the dean of The Graduate School. If renewed, the assistantship will be subject to all terms and conditions, including tuition waiver and stipend.

Work Assignment and Hours to be Worked

Graduate assistants are selected by departments/offices from the pool of candidates' applications administered by The Graduate School. Students may request assignment to an academic or administrative unit awarded an assistantship; however, final decisions assigning graduate assistants rests with the dean of The Graduate School. To the extent possible, graduate assistants are assigned to units that complement their areas of academic study. The responsibilities of graduate/research assistants do not include teaching courses since Rowan University does not offer a program for teaching assistantships. The maximum number of hours in an assistant's workload is 20 hours per week; however, the University reserves the right, in its sole discretion, to make an offer for an assistantship which provides for a lesser weekly workload and a corresponding lesser stipend. Normally, graduate assistants will work during regular business hours. However, in very rare occasions, temporary work assignments may be made in the evenings or on weekends to meet special needs.

Compensation and Payment Schedule for Stipend

Full-time regular graduate assistants are generally paid a stipend of \$5000, payable bi-weekly from September 1 through June 30. No stipend is paid during the summer if the assistant is being approved for a summer extension. The University reserves the right to offer, in its sole discretion, a partial assistantship that provides tuition waiver for 6 credit hours per semester and a total stipend of \$2500 per year (for the Fall and Spring semesters) in return for a workload not to exceed 10 hours per week. The stipend that is paid is fully taxable under federal and state laws and is subject to appropriate withholdings. Graduate Research Assistants and/or Graduate Laboratory Assistants will generally receive their stipend from September 1 through June 30; although the dates may vary due to the nature of the research project.

Vacations, Breaks and Holidays

Graduate assistants are not required to work on formally declared federal or state holidays. Those who wish to observe other religious holidays should make the necessary arrangements with their work supervisors. Graduate assistants who are absent during their regularly scheduled work assignments are expected to make up lost time. Graduate assistants are generally not expected to work during term break (December-January), spring break (mid-March), and the period between Commencement Day and June 30, but they may work during these periods if it is necessary to make up hours. Graduate assistants are expected to work during final examination week.

Minimum/Maximum Course Load

All full-time graduate assistants must complete a minimum academic course load of 9 credits during each of the fall and spring semesters. Only courses that apply to the degree are eligible for the tuition waiver. **The contract for full time graduate assistants will cover up to 12 credits a semester for each of the fall and spring semesters.** In some instances, a full time graduate assistant may submit a request for tuition waiver for up to 6 credits during the following summer. This request must be submitted to their supervisor. If a full-time graduate assistant is approved to exercise the option to extend the assistantship into the summer, he/she may register for up to 6 semester hours of graduate courses that apply to the degree. **There is no additional stipend and no guarantee that a request will be approved.** During the summer sessions, 1 semester hour of tuition waiver approximates 10 hours of summer employment in the department.

Part-time graduate assistants must complete a minimum academic course load of 6 credits during each of the fall and spring semesters. Only courses that apply to the degree are eligible for the tuition waiver. In some instances, a half time graduate assistant may submit a request for tuition waiver for up to 6 credits during the following summer. This request must be submitted to their supervisor. **There is no additional stipend for summer work and no guarantee that a request will be approved.** During the summer sessions, 1 semester hour of tuition waiver approximates 10 hours of summer employment in the department

ROWAN UNIVERSITY

GRADUATE ASSISTANT PROGRAM (continued)

Courses Subject to Tuition Waiver

Only courses which are required in the student's degree program, are eligible for tuition waiver. If a graduate student wishes to enroll in a course that is not required for the degree program in which the student is matriculated, he/she shall be fully responsible for the payment of tuition for the course.

Duties and Responsibilities

Duties and responsibilities of the graduate assistant are generally of a professional or quasi-professional nature. They may be assigned a wide range of responsibilities, including research, professional work, and other assignments in selected areas. However, these duties are not to include teaching courses. Rowan University does not offer teaching assistantships.

Termination or Resignation of the Assistantship

All full-time graduate assistants are required to maintain full-time status (9 s.h. per semester), carry a minimum 3.000 grade point average, and perform assigned duties and responsibilities successfully. Part-time graduate assistants meet all of these requirements except for the full-time enrollment status. They maintain part-time status, i.e., 6 semester hours per semester. Assistants who fail to honor these commitments are subject to termination. Graduate assistants who are terminated or who resign before the end of the period of appointment are subject to the following:

- (1) If the termination or resignation is effective at the **end** of the fall semester, neither the stipend nor tuition for that semester is in jeopardy. However, the student will forfeit any tuition waiver and stipends for the succeeding spring and any other semester.
- (2) If the termination or resignation becomes effective at any time **during** the fall or spring semester, **the student will be responsible for that semester's tuition, which has been waived.** The stipend will cease with the effective date of termination or resignation. Graduate assistants who are terminated are not eligible to re-apply.

ROWAN UNIVERSITY

APPLICATION REQUIREMENTS

The following forms must be completed and submitted to The Graduate School at Rowan University. If you have any questions, please feel free to contact the office of The Graduate School at (856) 256-4050.

1. Application for Graduate Assistantship
2. Two recommendations from individuals who may comment on personal characteristics relevant to the graduate assistantship (*Forms are attached to this application.*)
3. Resume of work experience
4. Statement of computer proficiency (List of all computer applications/programs with which you are familiar)
This may be included on Resume or attached as separate sheet with student's signature.
5. EEO DATA RECORD

Please note that the submission of these application materials in no way commits Rowan University--or you--to the award or acceptance of a graduate assistantship. These forms will be processed when your admission status has been determined. Individuals whose applications are being given serious consideration will be contacted by Rowan University personnel to arrange for a personal campus interview. The dean of The Graduate School or a designee will contact applicants who will be recommended for appointment.

ROWAN UNIVERSITY

APPLICATION FOR A GRADUATE ASSISTANTSHIP

It is the policy of Rowan University not to discriminate on the basis of sex, handicap, race, color, religion or national or ethnic origin.

Please print or type

Social Security # _____

Banner I.D. # _____

Name	_____	_____	_____	_____
	Last	First	Middle	Previously Used Last Name
Address	_____ / _____ / _____	_____ / _____	_____ / _____	_____
	Street	City	Zip	Email address
Telephone	_____ / _____	_____ / _____	_____ / _____	_____
	Home	Business	Birth Date	

Bachelor's Degree Received

Title of Degree _____ Institution _____ Date of Award _____

Graduate Degree Received

Title of Degree _____ Institution _____ Date of Award _____

CITIZENSHIP: U.S. Citizen U.S. Permanent Resident Other(Explain) _____

Type of Visa _____ Currently held _____ Will apply for _____

Have you applied to a graduate program at Rowan University? Yes No

If yes, which one? _____

Have you been fully admitted, in writing, to a graduate program at Rowan University? Yes No

Number of *graduate* credits you have completed at Rowan University? _____

Number of *graduate* credits currently in progress at Rowan University? _____

All graduate assistant applicants must file an application for admission to a graduate degree program at Rowan University and must meet all admissions qualifications and requirements.

I wish to be considered for half-time full-time assignment.

Prefer position in Academic Unit Prefer position in Non-Academic Unit (Administrative)

In the event that I am not selected for the unit indicated above, I wish/do not wish to be considered for another assignment.

Signature _____ Date _____

Do Not Write Below this Line - For The Graduate School

ROWAN UNIVERSITY

APPLICATION FOR GRADUATE ASSISTANTSHIP

Recommendation Form

To the Applicant: Complete this portion of the form and give it to your sponsor. You should select a person who is able to appraise your qualifications for an appointment as a graduate assistant. For his/her convenience, you should provide a stamped envelope addressed to The Graduate School, Rowan University, Glassboro, NJ 08028.

Name of Applicant: _____ Banner I.D. No. _____

Graduate Assistant Assignment Sought: Academic Unit _____ Non-Academic Unit _____

Name of Sponsor Recommending Applicant: _____

Right of Access: The Federal Family Educational Rights and Privacy Act of 1970 gives students and graduates the right of access to their records including letters of recommendation. It is your option to waive your right of access or decline to do so. Please mark the appropriate phrase below indicating your choice of option and sign your name.

I do _____ do not _____ waive my right to review this recommendation.

Signature of Applicant: _____

To the Recommender: Your candid response to the questions in this form will help us to evaluate the applicant's qualifications for consideration as a graduate assistant. Please return this completed form to The Graduate School at Rowan University. Thank you.

RECOMMENDATION

1. How long have you known the applicant? _____
2. In what capacity? _____
3. Based upon your observation, how do you rate the applicant on the following characteristics in comparison with other students with the same level of training?

FACTOR	OUTSTANDING	SUPERIOR	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGMENT
Capacity for Independent Work					
Motivation					
Resourcefulness					
Ability to Work with Others					
Organizational Ability					
Seriousness of Purpose					
Dependability					
Communication (Oral/Written) Skills					

4. How do you rate the applicant in overall ability and promise in comparison with other students with the same level of training?
- Questionable whether acceptance as graduate assistant is warranted
 Qualifications marginal, but warrants consideration
 Performance should be up to average of most graduate assistants
 Will perform at a superior level wherever admitted
 Equal to the best in any department
 Not able to judge

5. If you would like to discuss this applicant's qualifications for a graduate assistantship in greater detail, feel free to write your comments on the reverse side of this form, attach a separate letter, or call The Graduate School at (856) 256-4050.

Recommender's name (*please print*) _____ Title _____

School/Company _____ Telephone _____ Department _____

Address _____ Date _____

Signature of Recommender _____

Thank you for providing this information.

Please send this completed form directly to:
The Graduate School
Rowan University
201 Mullica Hill Road
Glassboro, NJ 08028-1701

ROWAN UNIVERSITY

APPLICATION FOR GRADUATE ASSISTANTSHIP

Recommendation Form

To the Applicant: Complete this portion of the form and give it to your sponsor. You should select a person who is able to appraise your qualifications for an appointment as a graduate assistant. For his/her convenience, you should provide a stamped envelope addressed to The Graduate School, Rowan University, Glassboro, NJ 08028.

Banner I.D. _____

Name of Applicant: _____ Banner I.D. No. _____

Graduate Assistant Assignment Sought: Academic Unit _____ Non-Academic Unit _____

Name of Sponsor Recommending Applicant: _____

Right of Access: The Federal Family Educational Rights and Privacy Act of 1970 gives students and graduates the right of access to their records including letters of recommendation. It is your option to waive your right of access or decline to do so. Please mark the appropriate phrase below indicating your choice of option and sign your name.

I do _____ do not _____ waive my right to review this recommendation.

Signature of Applicant: _____

To the Recommender: Your candid response to the questions in this form will help us to evaluate the applicant's qualifications for consideration as a graduate assistant. Please return this completed form to The Graduate School at Rowan University. Thank you.

RECOMMENDATION

5. How long have you known the applicant? _____

6. In what capacity? _____

7. Based upon your observation, how do you rate the applicant on the following characteristics in comparison with other students with the same level of training?

FACTOR	OUTSTANDING	SUPERIOR	AVERAGE	BELOW AVERAGE	NO BASIS FOR JUDGEMENT
Capacity for Independent Work					
Motivation					
Resourcefulness					
Ability to Work with Others					
Organizational Ability					
Seriousness of Purpose					
Dependability					
Communication (Oral/Written) Skills					

8. How do you rate the applicant in overall ability and promise in comparison with other students with the same level of training?

- | | | | | | |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Questionable whether acceptance as graduate assistant is warranted | <input type="checkbox"/> Qualifications marginal, but warrants consideration | <input type="checkbox"/> Performance should be up to average of most graduate assistants | <input type="checkbox"/> Will perform at a superior level wherever admitted | <input type="checkbox"/> Equal to the best in any department | <input type="checkbox"/> <i>Not able to judge</i> |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------|

5. If you would like to discuss this applicant's qualifications for a graduate assistantship in greater detail, feel free to write your comments on the reverse side of this form, attach a separate letter, or call The Graduate School at (856) 256-4050.

Recommender's name (*please print*) _____ Title _____

School/Company _____ Telephone _____ Department _____

Address _____ Date _____

Signature of Recommender _____

Thank you for providing this information.

Please send this completed form directly to:

**The Graduate School
Rowan University
201 Mullica Hill Road
Glassboro, NJ 08028**

EEO DATA RECORD

Applicants and employees are treated without regard to race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender, marital/civil union status, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability (including perceived disability, physical, mental and/or intellectual disability), or liability for service in the Armed Forces of the United States.

As employees/government contractors, we comply with government regulations and affirmative action responsibilities. Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the EEO Data Record. We appreciate your cooperation. **This will be the only correspondence applicants will receive unless contacted for an interview by a search committee.** This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment. Upon receipt, this form will be reviewed by the Equal Employment Opportunity Officer.

DATE: _____

POSITION APPLIED FOR: _____

DEPARTMENT: _____

Referral: Friend Relative Walk-In Employment Agency Advertisement Website

EEO DEMOGRAPHIC DATA

Check any applicable: Male Female

White Black Hispanic American Indian/Alaskan Native

Asian Native Hawaiian/Pacific Islander Two or more Races

Veteran Disabled Disabled Veteran

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Higher Education Amendments of 1998 requires all colleges and universities that receive federal financial aid to distribute a campus security report on an annual basis. The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Rowan University; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning public safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Department of Public Safety or by accessing the following website: http://www.rowan.edu/pdf/2005_campus_security_report.pdf.

Please complete and submit by email to velez-yelin@rowan.edu or print and return this form to:
Attn. Office of Equity and Diversity, Rowan University,
Linden Hall, 201 Mullica Hill Road,
Glassboro, NJ 08028