

Austin Peay State
University

Employment of ~~Graduate~~Student Assistants

POLICIES

Issued: May 12, 2022

**Responsible
Official:** Vice President for Finance and Administration and
Provost and Senior Vice President for Academic
Affairs

**Responsible
Office:** Human Resources, [Office of Research and
Sponsored Programs](#), and College of Graduate
Studies

Policy Statement

It is the policy of Austin Peay State University to employ ~~graduate~~student assistants based on the guidelines detailed below.

Purpose

The purpose of this policy is to give guidance to the employment and use of ~~graduate~~student assistants at the University.

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Procedures

Introduction

The University may employ ~~graduate~~student assistants according to the guidelines and descriptions in this policy. This policy is not intended to be prescriptive of the duties and responsibilities of ~~graduate~~student assistants, but simply suggest common national practices.

Workload

Full-time ~~graduate-student~~ assistants will work a maximum of twenty (20) clock hours per week and whenever possible, fulfill duties that are in alignment with their education and/or career aspirations. Duties and responsibilities for graduate assistants tend to differ between academic departments and non-academic, University areas. It is expected that ~~graduate-student~~ assistant supervisors will follow national best practices for their areas and whenever possible, align the duties and responsibilities with the academic mission of the chosen field of study of the ~~graduate~~ student. It is the responsibility of the ~~graduate-student~~ assistants' supervisors to determine the best practices used to support student success of ~~graduate-student~~ assistants.

In general, ~~graduate-student~~ assistantships fall into three ~~catergoies~~categories.

- ~~Graduate~~ Administrative Assistant, ~~G~~AA - Responsibilities tend to be non-academic in nature.
- ~~Graduate~~ Research Assistant, ~~G~~RA* - Responsibilities are research-based and aligned to a degree.
- ~~Graduate~~ Teaching Assistant, ~~G~~TA* - Responsibilities include direct impacts on student learning.

*~~G~~TA and ~~G~~RA are defined by IRS tax code and as such, the tuition waivers are considered tax-exempt; IRS/ IRC 117(d).

Federal tax-code, IRS/ IRC 117(d), definition of student teaching assistants, TAs, and student research assistants, RAs, must adhere to specific duties and responsibilities that are directly linked to their education. It is the responsibility of the supervisor to ensure the duties and responsibilities adhere to the tax-code, IRS/ IRC 117(d), definitions, which can be found at <https://www.irs.gov/pub/irs-lafa/103901f.pdf>.

~~As defined by Federal tax code, graduate teaching assistants, GTAs, and graduate research assistants, GRAs, must adhere to specific duties and responsibilities that are directly linked to their education (Federal tax code, IRS/ IRC 117(d)). It is the responsibility of the supervisor to ensure the duties and responsibilities adhere to the tax code, IRS/ IRC 117(d), definitions, which can be found at <https://www.irs.gov/pub/irs-lafa/103901f.pdf>.~~

Terms of Employment

The specific terms of the employment may be for an academic year, quarter, semester, fiscal year, or based upon a percentage of full-time assistantship.

Salary Schedule

The University shall have a salary schedule for ~~graduate~~-student assistants that takes into account the particular needs and priorities of the University.

Eligibility

- A. A student must be accepted and/or enrolled in ~~the~~ ~~graduate~~academic degree or certificate conferring -program to be eligible for appointment as a ~~graduate~~-student assistant. The University does not discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by APSU.
- B. A ~~graduate~~-student who is registered as a sex ~~offencer~~offender shall not be employed in any of the University facilities which are within one thousand (1,000) feet of a public school, private or parochial school, licensed day care center, or other child care facility, playground recreation center, or public athletic field available for use by the general public.

Payment

Salary payments should be made on a semi-monthly basis or at a regularly scheduled time for salary payments to full-time personnel of the University.

Links

APSU Graduate Assistantships

<http://www.apsu.edu/grad-studies/graduate-assistantships>

Revision Dates

APSU Policy 2:054 – Rev.: May 12, 2022
 APSU Policy 2:054 – Issued: April 20, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
