

Graduate Assistantships

Purpose of Graduate Assistantships

Mayville State University's Graduate Assistantship (GA) program is intended to attract and retain graduate students who demonstrate high academic performance. The GA program provides MSU students the opportunity to develop professional and scholarly skills under the supervision of faculty. Assistantships fall into one of three general categories: Teaching, Research, and Graduate.

Graduate Teaching Assistantship

The primary duty of the graduate teaching assistantship is to support the division with the delivery of courses. Graduate teaching assistants are supervised by a faculty member from the division and are subject to division and university policies. The maximum number of assigned teaching hours is six (6) during Fall or Spring semesters and four (4) during summer term. Department specific qualifications are determined by the hiring department and approved by Human Resources.

FSLA: Exempt

FTE: 0.5 (Max)

Tuition Waiver: Eligible for Tuition Waiver dependent upon department funding

Salary: Salary paid at MSU adjunct salary rate

Minimum Qualifications

- Must be enrolled as a master's student at MSU
- Must be in good academic standing
- Must hold a bachelor's degree or higher in the area of instruction
- Completed at least 18 graduate credits in the program or area of instruction
- Registered at MSU as a full-time graduate student for respective terms (minimum 9 credits during fall or spring semesters; minimum 5/9 credits during summer)

Graduate Research Assistantship

Duties vary depending on the specific research project and related scholarly and/or creative aspects of project. Detailed duties and responsibilities are provided by the department at the time of hiring and approved by Human Resources.

FSLA: Exempt

FTE: 0.5 max

Tuition Waiver: Eligible for Tuition Waiver dependent upon project funding

Salary: Dependent upon project funding and determination by Human Resources

Minimum Qualifications

- Admission to a graduate degree program at MSU
- Maintain good academic standing
- Registered at MSU as a full-time graduate student for respective terms (minimum 9 credits during fall or spring semesters; minimum 5/9 credits during summer)

Graduate Assistantship

Duties must be relevant to the student's field of study or provide professional development. Duties vary depending on the project or specific assigned duties and responsibilities. Graduate Assistants may be assigned to professional staff in any department within the University. Detailed duties and responsibilities are provided by the department at the time of hiring and approved by Human Resources.

FSLA: Exempt

FTE: 0.5 max

Tuition Waiver: Not eligible

Salary: Dependent upon department funding

Minimum Qualifications

- Admission to a graduate degree program at MSU
- Maintain good academic standing
- Registered at MSU as a full-time graduate student for respective terms (minimum 9 credits during fall or spring semesters; minimum 5/9 credits during summer)

Requesting, Awarding, and Renewing Graduate Assistantship Appointments

Departments must request new graduate assistantships (in any of the three categories) through their cabinet level supervisor. Cabinet level supervisors may approve graduate assistantships provided no expenses are incurred by the University. Assistantship positions that include a tuition waiver additionally require review and approval by the Vice President for Business Affairs (VPBA). Funding for salary and tuition waivers must be covered as identified below.

Graduate Teaching Assistantships are funded as follows:

- Salary is paid per instructional credit. The salary rate is set at the University adjunct and faculty overload rate. This salary is funded through tuition revenue. Salary proration based on either low or high enrollment is applied the same as it is for adjunct faculty and faculty overload.
- Tuition and/or fee waivers must be fully covered by special or restricted funding. Tuition and/or fee waivers may cover up to 100% of actual tuition and fees. The true and actual amount of waivers

must be disclosed to candidates for such assistantships prior to their appointment.

Graduate Research Assistantships and Graduate Assistantships are funded as follows:

- The sponsoring department or division must fully fund these assistantships with special or restricted funding from external sources such as a grant, the MSU Foundation, etc.
- External funding must be sufficient to cover all costs including salary and any associated fringe.
- Tuition and/or fee waivers must be fully covered by special or restricted funding. Tuition and/or fee waivers may cover up to 100% of actual tuition and fees. The true and actual amount of waivers must be disclosed to candidates for such assistantships prior to their appointment.

Position descriptions for assistantships must meet the requirements of this policy, including detailed duties and responsibilities. Position descriptions must be reviewed and approved by Human Resources prior to posting.

Determination of awardees for assistantships is the responsibility of the posting department or division. The application, review, and award process must follow the standards for both admissions and hiring at Mayville State University.

Adopted: January, 2025

Sponsor: Vice President for Academic Affairs