Graduate Assistant
Search and Hiring Processes

The purpose of this document is to outline the process of searching for and hiring a Graduate Assistant (GA) at Austin Peay State University. GA's can be classified as a Graduate Teaching Assistant – Instructor of Record (GTA-IR), Graduate Teaching Assistant (GTA), Graduate Research Assistant (GRA), or Graduate Administrative Assistant (GAA). The College of Graduate Studies advertises all Graduate Assistant (GA) positions on the College of Graduate Studies website and the Jobs4Govs portal through the Office of Career Services. The process of searching and hiring for most GA positions is the same; however, GTA-IR positions can be slightly different. This document will outline the differences.

For purposes of this document, the term GA will be used to describe all categories (GTA-IR, GTA, GRA, and GAA), and when addressing a specific type of GA, the appropriate abbreviation will be used.

1. **Search and Recruitment Process for Graduate Assistants**
    a. Beginning with the hiring of Fall 2020 graduate assistants, all GA positions will be posted on the Jobs4Govs student employment portal through the Office of Career Services. Instructions for applying and a link to Jobs4Govs will be available on the College of Graduate Studies website under the heading, "Graduate Assistantships and Financial Support." In order to access the Jobs4Govs portal, a graduate student must first apply for admission to the College of Graduate Studies or have previously attended APSU. Each applicant will be required to complete an online application through the Jobs4Govs portal and upload a resume or curriculum vitae and recommendation. The pool of candidates for each hiring department will be maintained in the Jobs4Govs application portal and each GPC or designee will have access to the applications received for their specific assistantship.
    b. The GPC or designee will develop methods used for GA selection, which may include conducting interviews and reviewing GA application and admission documents, such as transcripts, CV's/resumes, references and recommendations. The hiring department will maintain records of interviews and other selection criteria.
    c. The GPC or designee will make final applicant decisions in the Jobs4Govs portal. Once the application decision is made, the College of Graduate Studies will send an offer letter and a GA agreement form, through DocuSign. The candidate will acknowledge acceptance of the offer by signing the GA agreement in DocuSign. The agreement will then be sent to the hiring department and finally the Dean of the College of Graduate Studies.

2. **Hiring and Orientation for Graduate Assistants**
    a. Once all signatures are obtained on the GA agreement, the College of Graduate Studies will request a GA Data Entry Form from the hiring department. This is needed by Human Resources (HR) to set up the job and stipend. The College of Graduate Studies will also notify HR of the hire and request that the following emails be sent to the student: 1) Instructions for authorizing HR to conduct a background screening, and 2) Instructions for online completion of the IRS Form I-9. Prior to starting the assistantship, GA's must also attend an orientation (conducted by the College of Graduate Studies) to complete additional hiring paperwork and receive general information about graduate assistantships. Hiring documents and background screening results will be maintained by HR.
    b. All GA's must complete required online HR training (FERPA, Gramm-Leach Bliley Act, PCI-DSS, Identity Theft, Security Awareness, Non-Discrimination/Harassment Awareness, and Haven, Part 1) prior to starting any GA position.
    c. All GTA-IR's and GTA's serving in a classroom setting (online or on-ground) must also complete additional online trainings prior to the start of the initial semester of hire. These include Disability Services Awareness, Classroom Management, How to Increase Learner Engagement, Teaching Techniques, Making Accessible Learning, Learning Desire2Learn, and the Accessible Syllabus Training Series provided by Distance Education.

d. Every classroom GTA-IR and GTA is required to submit a training checklist to provide evidence of the completed trainings. These checklists will be submitted to and maintained both by the hiring department and the College of Graduate Studies.

e. Each new academic year, every GA is required to sign a new GA agreement outlining the terms of the assistantship. All GA agreements will be maintained by the College of Graduate Studies.

f. At the end of each semester, hiring departments will submit formal evaluations for all GTA-IR's and GTA's to the College of Graduate Studies. The next section contains additional details regarding supervision of GTA-IR's.

3. **Selection and Approval Process for GTA-IR's**

a. The need for GTA-IR's is determined at the departmental level. If a GTA is qualified and the department decides to offer the opportunity, a GTA may be appointed as a GTA-IR and fulfill the GA duties in this capacity after the following steps are completed.

b. The GPC or designee will use the unofficial transcripts, CV, references, recommendations and any additional supporting documentation to determine if the student satisfies the criteria outlined in the APSU Faculty Qualifications Matrix. Further, the GPC or designee must consult the APSU Faculty Qualifications Matrix to ensure the GTA has the appropriate qualifications for the specific course(s) he/she is intended to teach. The GPC or designee should consult with the department chair, as the department chair will be one of the approvers for the GTA to serve as a GTA-IR (see below).

c. Once the GPC or designee determines that the GTA meets the APSU Faculty Qualifications matrix, the GPC or designee must seek approval by initiating the submission of a **Request for Graduate Teaching Assistant to Serve as Instructor of Record** form. This form must be completed via DocuSign, and requires the GTA's current CV, official transcript, and a detailed justification for assigning the GTA as an instructor of record; an explanation of the approach to ensuring direct supervision, regular in-service training, and planned and periodic observations and evaluations during and at the end of the semester must also be provided.

d. Required approvals include the Department Chair, Associate Dean, College Dean, Dean of the College of Graduate Studies, the Vice Provost and Associate Vice Provost of Academic Affairs, and the Provost and Vice President of Academic Affairs.

e. Once all approvals are in place, the GTA-IR may be listed in Banner as a primary instructor and placed on the SACSCOC Faculty Roster.

f. If the GTA-IR requires an exception to the Faculty Qualifications Matrix, the GPC or designee will initiate the completion of the **Request for Exception to Faculty Qualifications** form, along with the **Request for Graduate Teaching Assistant to Serve as Instructor of Record** form, via DocuSign.

g. A departmental orientation for GTA-IR's can be conducted in a group or individual setting at the discretion of the GPC or designee and in consideration of the needs and time constraints of the GTA-IR's, while ensuring the promotion of quality teaching and learning environments for APSU students and educating the GTA-IR about relevant APSU policies.

h. The GPC or designee is responsible for ensuring and documenting that the GTA-IR receives direct supervision, regular in-service training, and planned and periodic observations and evaluations.

i. At the end of each semester, a formal evaluation of the GTA-IR must be submitted to the College of Graduate Studies to be kept in the GTA-IR's permanent record.

Please note: All requests must be routed through DocuSign. Official hard-copy transcripts must be provided, as they are required to be on file in Academic Affairs for all instructors.

Procedures for requesting a GTA to serve as an instructor of record through DocuSign can be found at https://apsu.edu/grad-studies/faculty-staff-resources/GTAInstructorofRecReq_ProcedureREV.pdf.

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A Request for GTA to Serve as Instructor of Record form can be found at https://apsu.edu/grad-studies/faculty-staff-resources/GTA_InstrofRecord_AppReq071019.pdf.

 A Request an Exception for Faculty Qualifications form can be found at https://apsu.edu/academic-affairs/faculty/faculty_resources/exception_for_faculty_qualifications_rev_Aug_2018.pdf.