

**Title 4 - Codification of Board Policy Statements**

**Chapter 5**

**GRADUATE ASSISTANTS**

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## **Section 1. Definitions**

Graduate Assistant - to include the subcategories of Teaching Assistant and Research Assistant, or any other appropriate title.

(B/R 12/09)

## **Section 2. Appointment**

1. Assistantships are available within the Nevada System of Higher Education (NSHE) to graduate students at the universities or state college.
2. Appointments to such assistantships shall be approved by the president of the institution concerned.
3. Assignment of responsibilities shall be defined by the department concerned and approved by the institutional president.
4. Salary shall be approved by the president, in conformity with the salary schedule established by the Board of Regents. No later than Fall 2004 and unless waived by the graduate assistant, the cost of student health insurance, provided by an insurer approved by the institution, shall be included in the salary amount.
5. Normally, appointments shall be made either for the academic year or for 12 months; however, appointments may be offered for a shorter period to fill vacancies created by resignations or by establishment of temporary positions.
6. A full-time graduate assistantship is based on a 20-hour work week; however, appointments may be offered for less time with salary and grant-in-aid determined proportional to the commitment of time. If the graduate assistantship is for a 12-month period, the additional conditions of work for the summer months and the semester break must be stipulated in the contract. Graduate students who are appointed and paid as full-time graduate assistants are normally not eligible for additional employment in the Nevada System of Higher Education. The appointment as a graduate assistant, coupled with the academic load necessary to hold the assistantship, is considered to be a full-time commitment. Any exceptional circumstances thought to justify limited secondary employment within the NSHE must be submitted with a request in writing for advance approval from the Dean of the Graduate School.
7. The number of graduate assistantships authorized by the Board of Regents may be found in the annual work programs for each institution. Additional temporary graduate assistantships may be authorized by the institutional president.
8. Procedures to be followed in obtaining authorization to offer a contract as a graduate assistant shall be established by the institutional president and published in the institutional administrative manual.

(B/R 6/03)

### **Section 3. Limit on Teaching**

Graduate teaching assistants may teach no more than two courses per semester. Guidelines concerning teaching limitations for graduate assistants shall be established by the Board.  
(B/R 10/04)

### **Section 4. Grants-in-Aid for Tuition and Fees**

1. Graduate assistants may receive a grant-in-aid for the payment of tuition and a specified portion of the registration fees proportional to the semester salary.
  2. Provision of a grant-in-aid does not automatically entitle the recipient to other institutional privileges, such as faculty status or Nevada resident status.
  3. A graduate assistant who is under contract for the academic year and who remains enrolled in a degree program may receive a grant-in-aid for the payment of a specified portion of the registration fees for the summer session immediately prior to or immediately following the effective date of the graduate assistant's contract. In the event a contract has not been signed, a written statement from the department chairman that an appointment has been offered will constitute sufficient evidence to obtain a grant-in-aid for the summer session.
  4. A graduate assistant at the universities or state college who, in order to complete degree requirements by September has to register for credits of thesis in the summer session, may receive a grant-in-aid for the payment of a specified portion of the registration fees for that summer session as a condition of employment during the previous academic year.
  5. As a condition of employment, graduate assistants may receive a waiver of the Capital Improvement Fee proportional to the semester salary received.
- (B/R 12/09)

### **Section 5. Special Graduate Assistant Appointments**

1. Appointments as "Graduate Assistant - Special" are available under extraordinary circumstances where no other category is appropriate, including but not limited to the following:
  - a. Former students who have just completed a doctorate and are completing a project started while a student;
  - b. A graduate student who does not fit the normal assumptions used for graduate assistants.
2. These positions will not be subject to the adopted salary schedule, or eligible for any fringe benefits of graduate assistants except those itemized on their individual contracts.

3. Such employees will not be included with regular graduate assistants for calculation of average salary or compensation.
  4. Such employees will usually be paid from non-appropriated funds, and will usually not be subject to renewal.
  5. This category will not be used if a regular graduate assistant appointment would be appropriate.
- (B/R 6/85)