



| Graduate Assistant Handbook |  
(GTA/GRA/GSA)

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# 1 Graduate Assistantship Types and Duties

The Graduate School recognizes three types of Graduate Assistantships: Graduate Research Assistant, Graduate Teaching Assistant, and Graduate Student Assistant.

### 1.3 Graduate Staff Assistant(GSA)

The primary function of a graduate staff assistant (GSA) is to assist in non-teaching and non-research activities. Specific duties of the GSA vary widely, depending on the administrative or academic unit to which they are assigned, but should be at a level to make use of their education and abilities. Although GSAs may assist in various offices, their function is to perform more than the usual receptionist/secretary duties. Computer data entry, record maintenance, reports and survey preparation, correlating data, answering specific questions, are some of the duties a GSA typically perform. Some GSAs may have musical performance castg2 (he)4 ( dud [(a)TJ 0 T 0 Td (a.84 4P02

Departments/units may have additional criteria and summer appointments may be available. The criteria listed here is the Graduate School's minimum requirement. Please check with your coordinator or hiring personnel for more information as to the specific norms in your area.

## Non-compliance:

Failure to maintain enrollment or to comply with academic requirements will result in termination of appointment. The Graduate School is responsible for monitoring the student's compliance with enrollment and academic requirements and will terminate the appointment at the end of the payroll period in which it becomes known enrollment or academic requirements have not been maintained.

## 2.2 Spoken English Certification

All graduate assistants, whether native or nonnative speakers of English, who have teaching responsibilities as defined by the Board of Regents, must have their spoken English evaluated by a departmental assessment committee. The committee will be appointed by the department chair or director and will be composed of at least three members: two faculty members and one student. The committee will judge the graduate assistant's spoken English according to the Spoken English Screening Form (SESF) scale of 1-4. A rating of 1 or 2 indicates competency in spoken English and is required for appointing the candidate.

If one member of the assessment committee rates the candidate's spoken English at 3 or 4, the candidate shall be required to achieve a minimum score of 23 on the Speaking portion of the internet-based Test of English as a Foreign Language (TOEFL) or a minimum score of 50 on the Speaking Proficiency English Assessment Kit (SPEAK) or a minimum score of 7.0 on the Speaking portion of the International English Language Testing System (IELTS). The SPEAK test will only be accepted when administered by officials at Wichita State University. Candidates are responsible for the cost of any of these exams.

Graduate assistants who are nonnative speakers of English, and who have teaching responsibilities as defined by the Board of Regents, that is, "classroom or laboratory instructional responsibilities and/or direct tutorial or advisement contact" must submit a minimum score of 23 on the Speaking portion of the TOEFL or a minimum score of 50 on the SPEAK or a minimum score of 7.0 on the Speaking portion of the IELTS, in addition to the SESF requirements described above. The SPEAK test will only be accepted when administered by officials at Wichita State University.

View [Chapter 3.09](#) of the Policies and Procedures Manual for more information.

## 2.3 Visa

International students must hold an F-1 or J-1 visa to be eligible for an assistantship position.

## 2.4 Mandatory GTA Training

Newly hired GTAs (see [TJW 2.17.10](#) and [CFO 2.1.12](#)) must complete the mandatory training (see [TJW 2.17.10](#) and [CFO 2.1.12](#)) before the start of the academic year.



## 4 GTA Duties and FERPA

### 4.1 GTA Assignment Duties

GTAs (both direct and assisting) must use caution in the exercise of their duties. In general, GTAs should not be in a position to evaluate their peers' coursework nor provide instruction without proper background training or academic accomplishments.

The following Graduate School rules govern the assignment of GTAs duties:

GTAs (working on their master's degree) are qualified to *assist with or teach* undergraduate courses (regular and lab).

GTAs (working on their master's degree) are qualified to *assist with or teach* graduate lab courses (master's level) when they have already completed the lab themselves and are in the final stages of their master's program.

GTAs (working on their doctoral degree) are qualified to *assist with or teach* master's level graduate courses (courses numbered 700 or below; regular or lab).

## GTA ASSIGNMENT REQUIREMENTS

	MASTER'S STUDENT	DOCTORAL STUDENT
Direct		



- b. Leaving a pile of graded papers with the names and grades easily discernible on a table or chair for students to pick up on their own whenever they can.
- c. Responding to a parent's questions about their child (your student) If this is ever an issue, please make sure to take the matter directly to the teaching supervisor or to the department chair/director.

Still unsure as to the requirements? No worries, all GTAs will need to complete a mandatory on-line FERPA training which will give you all of the information you need. This is located at the *myFinance* tab in *myWSU* and may be reviewed as many times as is necessary. Do not hesitate to ask questions if unsure of any aspect of FERPA law.

#### 4.3 Privacy of Student Information

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per week worked), are eligible, pursuant to regulations promulgated by the Kansas Board of Regents, for waiver of non-resident tuition to resident tuition. This tuition waiver is for the actual semester of appointment and does not include student fees. Graduate assistants





wishes to appeal the decision to the Graduate Council, they must notify the graduate dean in writing within 30 calendar days of the decision. The graduate dean will then, in writing, provide the student the standard appeal processes that will be followed. The



## 8 Important Graduate School Forms & Deadlines

### 8.1 Plan of Study

The Plan of Study documents the required coursework, degree option, and credit hours required to complete a degree program. You are required to have an approved Plan of Study on file in the Graduate School to graduate and in many cases to be eligible for your exceptions to Graduate School Regulations (see 1-5 (P) 53 (1) (a) (i) UJ 19 TE (e) 4.3335 (e) 4.4.02.669-7] (E) 4 (g) 104 (a) 4 (Gr (e) 13) 4

The Application for Degree/Exit Survey is accessed through the *myWSU* portal. Locate the Graduation Links channel in the portal, and click on the Application for Degree link.

You will be directed to a payment page AFTER you have completed the application for degree and the exit survey.

\*\*\*If your payments are not processed then you have NOT completed the application for degree and you will not be able to graduate. \*\*\*