



# **MCNEESE STATE UNIVERSITY**

## **GRADUATE ASSISTANTS EMPLOYMENT**

**Teaching and Non-Teaching Graduate Assistants**

**McNeese State University  
General Guidelines  
Graduate Assistants Employment**

1. **Attachment 1 & 2:** Please read the following documents which provide credential guidelines for Teaching Graduate Assistants: **SACS Criteria for Teaching Graduate Assistants, Attachment 1, and Lab Instructor Credentialing Policy, Attachment 2.**
2. **Attachment A:** Teaching and non-teaching Graduate Assistants receive one-semester appointments. Each Graduate Assistant must complete a **Letter of Appointment, Attachment A**, which includes information pertaining to length of appointment and expected duties, compensation, and classes to be taught. Letters of Appointment must be signed by the part-time employee, Department Head/Director/Supervisor, Dean, and Vice President. **The Letter of Appointment must be submitted each semester.**
3. **Attachment B:** Prior to employment, departments must complete the **Approval for Temporary Appointment, Attachment B**, on all **new Teaching Graduate Assistants** and submit to the Vice President for Academic Affairs along with a transcript. **This form needs to be submitted early enough to obtain approval before employment begins.**
4. **Attachment C:** Teaching and non-teaching Graduate Assistant must complete and submit an **Employee Information Form, Attachment C**, to the Vice President of Academic Affairs which includes information pertaining to education background.
5. **Attachment D:** Teaching and non-teaching Graduate Assistants must submit **official** undergraduate and graduate transcripts and a completed **Graduate Assistant Data Form, Attachment D**, to the Vice President of Academic Affairs. **The data form must be submitted each semester.**
6. **Attachment E:** Teaching Graduate Assistants must complete the **Pre-Employment Application, Attachment E**. Return this completed form to the Office of Special Services and Equity, Smith Hall, Room 125, Box 93248, Lake Charles, LA, 70609. **Background checks will be conducted for all Teaching Graduate Assistant employees.**
7. **Payroll and Tax Forms:** All **new** teaching and non-teaching Graduate Assistants being appointed for the first time must complete necessary payroll and tax forms in the Office of Student Employment in Smith Hall, Room 106. These forms must be completed prior to the start of the semester but no later than the close of business on the first day of employment. **Employees may be terminated if documentation necessary to complete the personnel file is not received.** Subsequent appointments do not require submission of payroll information unless a change is required.  
  
**Note:** Supervisors must submit timesheets for teaching and non-teaching Graduate Assistants to the Office of Student Employment.
8. **Attachment F:** Teaching and non-teaching Graduate Assistants employed through the Office of Student Employment are allowed credit for one-half of the tuition portion of their fees. Each Graduate Assistant should complete the **McNeese State University Tuition Exemption Application, Attachment F**, and submit to the Cashier's Office located in Smith Hall prior to the deadline for payment of registration fees. **No claims for fee exemptions can be accepted later than two weeks after classes begin. The Tuition Exemption Application form must be submitted each semester.**
9. **Diversity Awareness Policy:** Supervisors must provide all **new** Graduate Assistants with a copy of the McNeese State University **Diversity Awareness Policy**. This document can be downloaded from the McNeese website, <http://www.mcneese.edu/policy/diversity.php>.

**\*Note:** Teaching Graduate Assistants must provide documentation to demonstrate they meet SACS criteria outline in Attachment 1 and 2. Additional information about SACS faculty criteria is available from the Office of Institutional Effectiveness and Academic Support, BBC 432, Ext. 5510.

## **SACS CRITERIA FOR TEACHING GRADUATE ASSISTANTS**

### **Credential Guidelines:**

1. Faculty teaching general education courses at the undergraduate level: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
2. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
3. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.
4. Faculty teaching baccalaureate degree courses: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate in the discipline.
5. Faculty teaching graduate and post baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
6. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

**LAB INSTRUCTOR CREDENTIALING POLICY**  
(Adopted 8/30/05)

Many courses have lab components. Some labs require a separate grade to be issued on the student transcript. Full-time faculty, part-time faculty, graduate teaching assistants, and visiting lecturers who teach labs where over >50 percent of the course grade is based on the lab component must meet SACS credentialing guidelines. According to the *Principles of Accreditation*, the appropriate credentials are a minimum of 18 graduate semester hours in the teaching discipline, a Masters degree in the teaching discipline, or a PhD in the teaching discipline.

Instructors proctoring labs, coordinating labs, grading quizzes, etc., must work under the supervision of an appropriately credentialed faculty member, and must hold an undergraduate degree in the field of study in which the lab operates or, in justified cases, in a related field. Lab assistants may award partial grades (<50%) for student work as long as faculty assigned to teach the course awards the final grade credited on the transcript. Undergraduate students who assist in labs must be supervised by faculty and may not assign grades.

McNeese State University  
**LETTER OF APPOINTMENT**  
Graduate Assistants

NAME: \_\_\_\_\_  
SOCIAL SECURITY: \_\_\_\_\_ HIGHEST DEGREE: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ COLLEGE/DIVISION: \_\_\_\_\_  
APPOINTED SEMESTER: \_\_\_\_\_ ACCOUNT: \_\_\_\_\_

**Type of Appointment:**

\_\_\_\_\_ Teaching Graduate Assistant                      Faculty Supervisor: \_\_\_\_\_  
\_\_\_\_\_ Non-Teaching Graduate Assistant                      Supervisor: \_\_\_\_\_

This appointment is for one semester only at rate of \$\_\_\_\_\_ per hour for \_\_\_\_\_ hours per week.  
Graduate Assistants are not eligible to receive employee benefits. Responsibilities include performing necessary duties related to teaching/supervision in the following course(s):

| <u>Course Number</u> | <u>Section</u> | <u>Assigned Hours (per week)</u> |
|----------------------|----------------|----------------------------------|
| _____                | _____          | _____                            |
| _____                | _____          | _____                            |
| _____                | _____          | _____                            |

\_\_\_\_\_ First-time appointment  
\_\_\_\_\_ If not first-time appointment, indicate most recent appointment      Year: \_\_\_\_\_ Semester: \_\_\_\_\_

**NOTE:** This form must be completed and submitted to the Vice President of Academic Affairs no later than the end of the first day of class each semester. Immediate supervisors are responsible for providing current MSU Faculty/Staff Handbook and/or Graduate Assistant Handbook to all new Graduate Assistant's. All part-time employees are responsible for following MSU policies and procedures.

|  |               |
|--|---------------|
| _____<br>Appointee                           | _____<br>Date |
| _____<br>Department Head/Director/Supervisor | _____<br>Date |
| _____<br>Dean                                | _____<br>Date |
| _____<br>Vice President                      | _____<br>Date |

McNeese State University  
**APPROVAL FOR TEMPORARY APPOINTMENT**  
Teaching Graduate Assistants

Please Print Clearly

|  |  |  |                             |
|--|--|--|-----------------------------|
| <b>DEPARTMENT:</b> _____   |  | <b>SEMESTER:</b> _____   |                             |
| <b>NAME:</b> _____   |  | <b>SOCIAL SECURITY:</b> _____  |                             |
| <b>HIGHEST DEGREE:</b> _____   |  |  |                             |
| Number of earned graduate hours related to the course(s) this person will teach: _____<br><br>Identify Graduate Courses completed which are related to the course(s) the person will teach:<br><br>_____      _____      _____<br>_____      _____      _____<br>_____      _____      _____<br><br>Other: _____ |  | Course(s) this temporary appointee will teach *<br><br><u>Course Abbreviation and Number</u><br><br>_____<br>_____<br>_____<br>_____<br><br>*Persons teaching at the graduate level must obtain graduate faculty membership. Recommendations for graduate faculty membership are approved by the Graduate Council. |                             |
| Has this person taught at McNeese before?    Yes _____    No _____<br>(If NO, <b>official</b> transcripts must be submitted to the Office of Academic Affairs)   |  |  |                             |
| _____<br><b>Department Head</b>  |  | _____<br><b>Date</b>   |                             |
| _____<br><b>Dean</b>   |  | _____<br><b>Date</b>   |                             |
| _____<br><b>Director of Institutional Effectiveness</b>  |  | _____<br><b>Date Approved</b>  | _____<br><b>Date Denied</b> |
| _____<br><b>Vice President of Academic Affairs</b>   |  | _____<br><b>Date</b>   |                             |
| _____<br><b>President</b>  |  | _____<br><b>Date</b>   |                             |
| Comments for Personnel Files:  |  |  |                             |

McNeese State University  
4205 Ryan Street  
Lake Charles, LA 70609

**EMPLOYEE INFORMATION FORM**

McNeese State University does not discriminate with regard to race, color, sex, national origin, sexual orientation, religion, disability, veteran status, or age in employment or the provision of services. Inquiries may be directed to the Vice President of Special Services and Equity at Box 93248, McNeese State University, Lake Charles, Louisiana 70609. Telephone: voice (337) 475-5428; hearing impaired TDD (337) 475-5722.

Complete in detail. Return with hiring notice or Letter of Offer.

1. **Name** \_\_\_\_\_  
(Print) Last First Middle Social Security Number

2. **Address (Current)** \_\_\_\_\_  
Number Street City State Zip Code  
Home Telephone ( ) \_\_\_\_\_ Business Telephone ( ) \_\_\_\_\_

3. **Date of Birth** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Male**  **Female**

4. **Ethnicity and Race Information**

Ethnic Origin: (Please check one.)  
 Hispanic or Latino  
 Non-Hispanic or Non-Latino

Race: (Please check all that apply.)  
 American Indian/Alaskan Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Other

5. **Are you a U.S. Citizen?** (Check A, B, or C.)  
A. U.S. Citizen  B. Resident Alien  C. Non-Resident Alien

If not U.S. Citizen, country of citizenship \_\_\_\_\_  
Also, country of residence if different \_\_\_\_\_

6. **Previously employed by the State of Louisiana?** Yes  No

If yes, total months employed \_\_\_\_\_ Identify last employing agency \_\_\_\_\_  
Direct family members employed at McNeese \_\_\_\_\_

7. **Are you a veteran?** Yes  No

If yes, please check one of the following:  
Special Disabled Veteran  Vietnam-era Veteran  Other Eligible Veteran

8. Position applied for: \_\_\_\_\_ Department: \_\_\_\_\_

Position Number: \_\_\_\_\_ College: \_\_\_\_\_

9. How did you find out about this employment opportunity?

- McNeese State University Website
- HigherEdJobs.com
- Newspaper (Specify) \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

**EDUCATION**

Check the block for the highest level of education you have completed (Check only one):

- Less than 8<sup>th</sup> grade
- Completed 8<sup>th</sup> grade
- Attended high school
- High school graduate or equivalent
- Trade Schools and/or Professional Certifications
- Attended college and/or associate degree
- College graduate
- Attended graduate school
- Master's degree
- Graduate study beyond master's requirements
- Ph.D. or professional degree

List degree, date awarded, major, and institution for any degree(s) earned:

| <u>Degree</u> | <u>Date Awarded</u> | <u>Major</u> | <u>Institution</u> |
|---------------|---------------------|--------------|--------------------|
| _____         | _____               | _____        | _____              |
| _____         | _____               | _____        | _____              |
| _____         | _____               | _____        | _____              |
| _____         | _____               | _____        | _____              |

**TEACHING EXPERIENCE**

**FULL-TIME:**

| <u>Position Held</u> | <u>Dates of Service</u> | <u>Institution</u> |
|----------------------|-------------------------|--------------------|
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |

**PART-TIME:**

| <u>Position Held</u> | <u>Dates of Service</u> | <u>Institution</u> |
|----------------------|-------------------------|--------------------|
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |

**NON-TEACHING EXPERIENCE**

**FULL-TIME:**

| <u>Position Held</u> | <u>Dates of Service</u> | <u>Institution</u> |
|----------------------|-------------------------|--------------------|
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |

**PART-TIME:**

| <u>Position Held</u> | <u>Dates of Service</u> | <u>Institution</u> |
|----------------------|-------------------------|--------------------|
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |
| _____                | _____                   | _____              |

**EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**CLASSIFIED** employees **MUST SEND** the Employee Information Form to Human Resources, Box 91615, MSU, Lake Charles Louisiana 70609.

**UNCLASSIFIED** employees **MUST SEND** three letters of recommendation, an official transcript(s) of all college credit, and the Employee Information Form to the Vice President of Academic Affairs, MSU, Box 93220, Lake Charles, Louisiana 70609.

**VISITING LECTURERS (VL)** **MUST SEND** an official transcript(s) of all college credit and the Employee Information Form to Academic Affairs, MSU, Box 93220, Lake Charles, Louisiana 70609.

**GRADUATE ASSISTANTS (GA)** **MUST SEND** an official transcript(s) of all college credit and the Employee Information Form to Academic Affairs, MSU, Box 93220, Lake Charles, Louisiana 70609.

**Employees may be terminated if documentation necessary to complete the personnel file is not received.**

Any falsification of information or failure to provide essential information will be cause for disqualification or dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

McNeese State University  
A Member of the University of Louisiana System

**GRADUATE ASSISTANT DATA FORM**

The department head must submit a completed Graduate Assistant Data Form and Employee Information Form for each Graduate Assistant to the Vice President of Academic Affairs, Burton Business Center, Room 427, no later than the end of the first day of class each semester. A transcript must be included if the graduate assistant completed undergraduate work at an institution other than McNeese. The data form must be submitted each semester. Please read the attached guidelines for teaching and non-teaching graduate assistant requirement.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Year: \_\_\_\_\_ Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

1. Currently enrolled at McNeese: Yes \_\_\_\_\_ No \_\_\_\_\_

2. Previously employed at McNeese: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which department? \_\_\_\_\_

3. In what program is student enrolled: \_\_\_\_\_

4. Student currently enrolled in:

**Course Number**

**Credit Hours**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

5. Is student in good standing in Graduate School? Yes \_\_\_\_\_ No \_\_\_\_\_

(Date verified with Graduate School) \_\_\_\_\_

6. Official transcript sent to Vice President of Academic Affairs (Box 93220):

Date Sent \_\_\_\_\_

7. List degree(s) earned:

**Degree(s) Earned (Indicate Major)**

**Date Completed**

**Institution**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

8. **If student is not teaching, (1) briefly describe duties below and (2) sign and date the back of this for and return.**

\_\_\_\_\_  
\_\_\_\_\_

9. Current classes student is teaching:

| Course Number | Title |
|---------------|-------|
| _____         | _____ |
| _____         | _____ |
| _____         | _____ |

10. Graduate courses completed in area related to courses taught:

| Course Number | Title | Credit Hours | Institution |
|---------------|-------|--------------|-------------|
| _____         | _____ | _____        | _____       |
| _____         | _____ | _____        | _____       |
| _____         | _____ | _____        | _____       |
| _____         | _____ | _____        | _____       |
| _____         | _____ | _____        | _____       |
| _____         | _____ | _____        | _____       |

11. Describe unique experience and attach documentation related to the teaching field (e.g. technical, professional, teaching, etc.)

\_\_\_\_\_

\_\_\_\_\_

12. Previous semester(s) teaching evaluations on file in departmental office: Yes \_\_\_\_\_ No \_\_\_\_\_

13. In-service training documentation on file in departmental office: Yes \_\_\_\_\_ No \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_

Rank \_\_\_\_\_ Department \_\_\_\_\_

In my opinion this graduate assistant is qualified by degree(s), graduate credit hours, and/or experience to serve in the capacity described above. I understand that if the graduate assistant has been incorrectly assigned that a replacement must be made immediately.

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_ Department \_\_\_\_\_

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_ College \_\_\_\_\_



**ATTACHMENT F**  
**MCNEESE STATE UNIVERSITY TUITION EXEMPTION**  
Graduate Assistants

Semester & Year \_\_\_\_\_  
SS#/Student ID# \_\_\_\_\_  
Name of Graduate Assistant \_\_\_\_\_  
Department Where Employed \_\_\_\_\_  
Number of Semester Hours Enrolled \_\_\_\_\_

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**PARTIAL TUITION EXEMPTION FOR GRADUATE ASSISTANTS**

Graduate Assistants who are employed through the Office of Student Employment are allowed credit for one-half of the tuition portion of their fees. This exemption will be granted only upon presentation of a properly completed Graduate Assistant Fee Exemption Application AT THE TIME OF REGISTRATION. All approvals (signatures) must be obtained before the exemption will be allowed.

In addition, all Graduate Assistant fee exemptions must be claimed WITHIN TWO WEEKS AFTER CLASSES BEGIN. Graduate Assistants who resign assistantships during the semester or are terminated after the end of late registration do not reimburse the institution for the pro-rated share of their exempted tuition; however, they are ineligible for future employment as graduate assistants unless approved by the Graduate School dean. Assistantships may be revoked at any time duties are not fulfilled satisfactorily.

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I verify that this application is just and true in all respects. I have read the "Partial Tuition Exemption for Graduate Assistants" policy written above and certify that I am eligible to claim this exemption for the semester listed above.

\_\_\_\_\_  
Signature of Graduate Assistant

\_\_\_\_\_  
Date

**I certify that I have examined this fee exemption application and that the applicant meets all qualifications according to the "Partial Tuition Exemption for Graduate Assistants" policy.**

\_\_\_\_\_  
Signature of Applicant's Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant's Dean/Director/Administrator

\_\_\_\_\_  
Date