



MCNEESE STATE UNIVERSITY

GRADUATE ASSISTANTS EMPLOYMENT

Teaching and Non-Teaching Graduate Assistants

Office of Human Resources & Student Employment
Box 91615 / Smith Hall 109
562-4184 / 475-5104 FAX

McNeese State University
GENERAL GUIDELINES
Graduate Assistants

1. The following documents provide credential guidelines for Teaching Graduate Assistants: [SACSCOC Criteria for Teaching Graduate Assistants](#), [Lab Instructor Credentialing Policy](#), and [Assessment and Certification of Faculty English Proficiency Policy](#).
2. Prior to employment, departments must complete the [Approval for Temporary Appointment](#) on all **new** Teaching Graduate Assistants (Instructor of Record-TA2) and submit to Human Resources & Student Employment. This form needs to be submitted early enough to obtain approval before employment begins.
3. Once the Approval for Temporary Appointment has been signed by all parties and a copy has been received by the department, a [background check request](#) must be submitted on all **new** Teaching Graduate Assistants (Instructor of Record-TA2). Detailed instructions are found on pages 11 and 12.
4. Departments must complete the [English Fluency Certification Form for New Instructional Faculty](#) on all **new** Teaching Graduate Assistants (Instructor of Record-TA2) and submit to Human Resources & Student Employment.
5. Graduate Assistants receive one-semester appointments. Each Graduate Assistant must complete a Letter of Appointment 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, and Dean. Once signed, it must be submitted to Human Resources & Student Employment who will then route the form to the Vice President of Academic Affairs & Enrollment Management for signature. The Letter of Appointment must be submitted each semester. Complete the correct letter for the appropriate GA classification. [Instructional Support \(TA1\)/Research/Administrative](#), [Teaching Graduate Assistant \(TA2\)](#), [Research & Sponsored Programs](#).
6. **New** Graduate Assistants being appointed for the first time must submit official undergraduate and graduate transcripts to Human Resources & Student Employment. Official transcripts must be submitted directly to Human Resources and Student Employment from Registrar ordered by the student. A Teaching Graduate Assistant (Instructor of Record-TA2) is required to submit official transcripts each semester.
7. **New** Graduate Assistants being appointed for the first time as a Teaching Graduate Assistant (Instructor of Record-TA2) must submit a resume to Human Resources & Student Employment.
8. All **new** Graduate Assistants being appointed for the first time will be contacted by the Human Resources & Student Employment to complete required new hire paperwork. These forms must be completed prior to the start of the semester but no later than 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 new hire paperwork unless a change is required.
9. Graduate Assistants employed through Human Resources & Student Employment are allowed credit for one-half of the tuition portion of their fees. **IRS Code 117(d) requires that exemptions for graduate students are taxable except to those who are teaching or in research positions.** The taxable amount of the exemption will be included on Form W-2. Each Graduate Assistant should complete the [McNeese State University Tuition Exemption Application](#) 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. Must be submitted each semester.
10. **Supervisor:** All new Graduate Assistants must be informed about the University Policy Page and the McNeese Diversity Awareness Policy. Policies may be viewed at: <http://www.mcneese.edu/policy>
11. Prior to the last day of employment on Teaching Graduate Assistants (Instructor of Record-TA2, departments must complete and return the [Exit Checkout Form](#) to Human Resources & Student Employment in Smith Hall, Room 109, Box 91615, or fax to Ext. 5104. Supervisor must ensure all university property is returned or secured. Must submit the Exit Checkout Form prior to the release of the final paycheck in order to ensure proper payment of final wages.
12. **Note:** Teaching Graduate Assistants (Instructor of Record-TA2) must provide documentation to demonstrate they meet SACSCOC criteria outlined in [SACSCOC Criteria for Teaching Graduate Assistants](#), [Lab Instructor Credentialing Policy](#), and [Assessment and Certification of Faculty English Proficiency Policy](#). Additional information about SACSCOC faculty criteria is available from the Office of Institutional Research and Effectiveness, BBC 432, Ext. 5510.

SACSCOC CRITERIA FOR TEACHING GRADUATE ASSISTANTS

Credential Guidelines:

1. 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 SACSCOC credential 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
ASSESSMENT AND CERTIFICATION OF
FACULTY ENGLISH PROFICIENCY POLICY
June 13, 2007; Revised December 11, 2015

I. Assessment and Certification of Faculty English Proficiency

This policy establishes the responsibility of McNeese State University to assess and certify faculty English proficiency. This policy applies to all full-time and part-time instructional personnel, including graduate assistants, employed by the university and who teach undergraduate and graduate level courses.

In compliance with the Board of Regents Academic Affairs 2.20 policy and mandates in Act 745 of the 1991 Session of the Louisiana Legislature and the University of Louisiana System Policy and Procedure Memorandum FSIII.I.C-1, the university is responsible for certifying to the System office certification of English proficiency of all new instructional faculty hired on or after July 1, 2007.

II. Definitions Related to Assessment and Certification of Faculty English Proficiency Policy

"Faculty" shall mean all full-time and part-time instructional personnel, but including graduate assistants, employed by the university and who teach undergraduate and graduate level courses.

"Instruction (al)" shall mean the delivery of pedagogical content required of course fulfillment, not including: foreign language courses designed to be taught primarily in a foreign language.

III. Policy

Each academic department is responsible for evaluating their instructional faculty and staff for English language fluency and certifying that those individuals will be permitted to teach only after demonstrating sufficient fluency in English to be understood in the classroom.

Certification that a new instructional faculty member, teaching graduate assistant, or other academic employee is sufficiently fluent in English to teach, or that teaching will be limited to courses in which the primary language of instruction is not English, must be made at the time of hire, before the individual teaches a class, by either the academic dean, department chairperson, or designee. If the English language fluency of an individual has been assessed as insufficient or if assessment has not occurred, the academic dean, department chairman, or designee must certify that the individual will not teach. The *McNeese State University English Fluency Certification Form for New Instructional Faculty* follows this policy. The policy can be found at <http://www.mcneese.edu/f/c/d2f8e53b>.

IV. McNeese shall maintain English Fluency Certification documents in each personnel file and submit a statement of certification with the University of Louisiana System Office as required indicating that all newly hired individuals who teach are fluent in the English language.

Exempt from certification to the System office are individuals who teach foreign language courses or courses designed to be taught predominately in a foreign language.

V. Policy References:

Act 751 of the 1991 Regular Session
Board of Regents Academic Affairs Policy 2.20
University of Louisiana System Policy FS-III.I.C-1



McNeese State University
ENGLISH FLUENCY CERTIFICATION FORM FOR NEW INSTRUCTIONAL FACULTY
Teaching Graduate Assistants

SIGNED FORM MUST BE SUBMITTED WITH LETTER OF APPOINTMENT

Appointee Information

NAME: _____

DEPARTMENT: _____

COLLEGE: _____

APPOINTMENT: ☐ Tenure Track ☐ Non-Tenure Track ☐ Visiting Lecturer ☐ Part-Time
 ☐ Other _____

Starting Semester: _____

☐ I/We have personally interviewed the appointee and certify that the appointee's Mastery of English is adequate for effective communication with the students he/she will be teaching.

☐ Criteria used in addition to personal interview(s): _____

☐ I/We certify that the above appointee is exempt from the certification requirements of Act 754 of the 1991 Legislature concerning assessment and certification of Faculty English Proficiency because:

- ☐ The candidate will not be assigned instructional responsibilities.
- ☐ The candidate will be assigned instructional responsibilities only in courses in which the primary language of instruction is not English.

Signed: _____
Department Chair/Program Head

Name (please print)

Department

Date

Signed: _____
Dean

Name (please print)

Circle One: N= New Hire R= Rehire C= Change T=Termination

Information on this document must be typed.

McNeese State University
LETTER OF APPOINTMENT
Graduate Assistants
(Instructional Support (TA1), Research,
Administrative)

Effective Date: _____

STUDENT'S NAME: _____ BANNER ID #: _____

BUDGET UNIT: _____ POSITION#: _____

APPOINTMENT TERM: _____

1. Type of appointment: **Direct Supervisor(s):**

☐ **TA1-Instructional Support** (Complete #2)
(Lab or Teaching Assistant, or Tutor)

☐ **Research** (Complete #3)

☐ **Administrative** (Complete #4)

2. For **INSTRUCTIONAL SUPPORT** appointments.

Hourly Wage: \$11.11

Hours per Week: _____

****Total Amount:** _____

*A full Instructional Support Graduate Assistantship is a total of \$2999.70 and will require 18 hours per week at an hourly wage of \$11.11 for 15 weeks.

****Total Amount = (Hourly Wage) x (Hours per week) x (Total Number of weeks)**

3. For **RESEARCH** appointments, identify research project(s) to which student is assigned.

Hourly Wage: \$11.11

Hours per Week: _____

****Total Amount:** _____

*Fulltime Research Assistantships require 18 hours a week per semester.

****Total Amount = (Hourly Wage) x (Hours per week) x (Total Number of weeks)**

4. For **ADMINISTRATIVE** appointments, describe duties student is expected to perform.

Hourly Wage: \$11.11

Hours per Week: _____

****Total Amount:** _____

*Fulltime Administrative Assistantships require 18 hours a week per semester.

****Total Amount = (Hourly Wage) x (Hours per week) x (Total Number of weeks)**

5. Student's current degree or certificate major: _____

6. Student in good standing with Graduate Studies and no financial holds: ☐ Yes ☐ No Date verified: _____

7. Student is enrolled in at least six hours of graduate coursework toward the degree, certificate or thesis? (3 hours for Summer) ☐ Yes ☐ No Total Graduate Hours: _____

8. Official transcripts on file: ☐ Yes ☐ No Highest Degree: _____

9. Previously employed as a GA at McNeese: ☐ Yes ☐ No

If yes, indicate most current appointment: Semester: _____ Year: _____

By signing below, I accept the appointment described above and agree to comply with all University, governing agency, and NCAA policies, and I understand that, as a part-time employee, I am not eligible for employee benefits.

Student

Date

By signing below, I agree that this student is qualified by degree(s), graduate coursework, and/or experience to hold this appointment.

Budget Unit Head

Date

Direct Supervisor of Budget Unit Head

Date

Provost

Date

This form must be completed and submitted to Human Resources & Student Employment no later than the first day of class each semester.

Circle One: N= New Hire R= Rehire C= Change T=Termination

Information on this document must be typed.

McNeese State University
**LETTER OF APPOINTMENT Teaching
Graduate Assistant (TA2)**

Effective Date _____

STUDENT'S NAME: _____ BANNER ID #: _____
BUDGET UNIT: _____ POSITION#: _____
APPOINTMENT TERM: _____

Direct Supervisor(s): _____

1. For **TEACHING (INSTRUCTOR OF RECORD)** appointments. ****Instructor of Record Appointments requires office hours to assist students.**

Course	Section	Credits	Hours per Week 2.5 x Credits	Course Stipend
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

2. Student's current degree or certificate major: _____
3. Student in good standing with Graduate Studies and no financial holds: ☐ Yes ☐ No Date verified: _____
4. Student is enrolled in at least six hours of graduate coursework toward the degree, certificate or thesis? (3 hours for Summer) ☐ Yes ☐ No Total Graduate Hours: _____
5. Official transcripts on file: ☐ Yes ☐ No Highest Degree: _____
6. Previously employed as a GA at McNeese: ☐ Yes ☐ No
If yes, indicate most current appointment: Semester: _____ Year: _____

By signing below, I accept the appointment described above and I understand that, as a part-time employee, I am not eligible for employee benefits. The appointee also agrees to learn and comply with University, governing board, and NCAA policies and procedures and/or rules and regulations; meet assigned classes according to the University schedule; provide all students in the course a course syllabus at the first class meeting compliant with University guidelines; keep attendance and report such as requested; post grades and submit required reports by the announced deadlines; maintain communication with the department head; and notify the department head or dean prior to the scheduled class if an emergency or illness prevents attendance for class instruction. Refer to the McNeese State University website (www.mcneese.edu/policy) for information regarding policies. This one- semester part-time appointment is pending completion of hiring procedures, background check, and receipt of official transcripts. The Office of Human Resources has additional information regarding pay processes.

Student Date

By signing below, I agree that this student is qualified by degree(s), graduate coursework, and/or experience to hold this appointment.

Budget Unit Head Date Direct Supervisor of Budget Unit Head Date

Provost Date

This form must be completed and submitted to Human Resources & Student Employment no later than the first day of class each semester.

Research and Sponsored Programs

Circle One: N= New Hire R= Rehire C= Change T=Termination

Effective Date _____

Information on this document
must be typed.

McNeese State University
LETTER OF APPOINTMENT
Graduate Assistants on **Grants/Contracts**

Total weekly hours:
Total pay: \$

STUDENT'S NAME: _____ BANNER ID #: _____
BUDGET UNIT: _____ POSITION#: _____
APPOINTMENT TERM: _____

DIRECT SUPERVISOR:

1. For **RESEARCH** appointments, identify research project(s) to which student is assigned.

Hourly Wage: _____ Hours per Week: _____ Total Amount: _____

****Fulltime Research Assistantships require 18 hours a week per semester.**

2. For **ADMINISTRATIVE** appointments, describe duties student is expected to perform.

Hourly Wage: _____ Hours per Week: _____ Total Amount: _____

****Fulltime Administrative Assistantships require 18 hours a week per semester.**

3. Student's current degree or certificate major: _____

4. Student in good standing with Graduate Studies and no financial holds: ☐ Yes ☐ No Date verified: _____

5. Student is enrolled in at least six hours of graduate coursework toward the degree, certificate or thesis? (3 hours for Summer) ☐ Yes ☐ No

6. Official transcripts on file: ☐ Yes ☐ No

7. Previously employed as a GA at McNeese: ☐ Yes ☐ No
If yes, indicate most current appointment: Semester: _____ Year: _____

By signing below, I accept the appointment described above and agree to comply with all University, governing agency, and NCAA policies, and I understand that, as a part-time employee, I am not eligible for employee benefits.

Student Date

By signing below, I agree that this student is qualified by degree(s), graduate coursework, and/or experience to hold this appointment.

Principal Investigator Date Direct Supervisor of Principal Investigator Date

Research & Sponsored Programs Approver Date Budget Approver – Haidy Saleh Abdelhakim Date

Provost Date

This form must be completed and submitted to the Office of Research & Sponsored Programs, Kirkman Hall Room 132, no later than one week prior to the first day of employment.

McNeese State University
APPROVAL FOR TEMPORARY APPOINTMENT
Teaching Graduate Assistants

Please Print Clearly

DEPARTMENT: _____		SEMESTER: _____	
NAME: _____		BANNER ID: _____	
HIGHEST DEGREE: _____			
Number of earned graduate hours related to the course(s) this person will teach: _____ Identify Graduate Courses completed which are related to the course(s) the person will teach: <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;">_____</div> <div style="width: 20%;">_____</div> <div style="width: 20%;">_____</div> <div style="width: 20%;">_____</div> <div style="width: 20%;">_____</div> <div style="width: 20%;">_____</div> </div> Other: _____		Course(s) this temporary appointee will teach * <u>Course Abbreviation and Number</u> _____ _____ _____ _____ *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 _____ (If NO, official transcripts must be submitted to Human Resources & Student Employment)			
_____ Department Head		_____ Date	
_____ Dean		_____ Date	
_____ Assistant Vice President/SACSCOC Liaison		_____ Date Approved	
_____ Provost		_____ Date Denied	
_____ President		_____ Date	
For Office Use Only: <div style="height: 50px;"></div>			



PRE-EMPLOYMENT BACKGROUND SEARCH PROCEDURE

An official pre-employment, criminal history **Background Search** is a University required component of the HIRING process.

The University of Louisiana System Board and McNeese State University authorize **General Information Services, Inc., herein referred to as COMPANY**, to conduct the pre-employment criminal history Background Search.

This criminal history Background Search consists of the following components:

- Social Security Number Trace
- County/Parish Criminal History Search/Misdemeanor/Felony Convictions
- State Sex Offender Search
- Office of Foreign Assets Control Search
- Enhanced Nationwide Criminal Search

In addition to this Background Search, hiring supervisors/search committees are also responsible for verification of work history, references, education, special certifications, licenses, credentials, etc... **PRIOR TO EMPLOYMENT**. Documentation of all pre-employment verifications should be maintained in hiring search files. Official Transcripts are required when a degree is required.

An **Official Driving Record** may be required under certain conditions. If an employee will drive either their personal vehicle or a university vehicle during the performance of job duties, the Official Driving Record must be obtained and a Defensive Driving Course is required. Hiring Managers should notify Human Resources if a new employee will be driving on university business.

Human Resources will notify new employee and provide instruction and forms to obtain the Official Driving Record and to take the required course. Human Resources will submit information to the Louisiana Department of Motor Vehicles to obtain the Official Driving Record for In-State Driver's Licenses. Employees who have an Out of State Driver's License are required to obtain their own Official Driving Record from the appropriate state. Any fee for this service is at the expense of the employee.

Drug Testing is required for certain positions in accordance with state/federal laws as applicable. Drug Testing must be performed Post Hire/Pre Employment for Safety/Security Sensitive positions. You may view a listing of Safety/Security Sensitive positions on the Human Resources webpage. Human Resources will notify impacted employees and will provide information and forms and set up required drug testing. Results are released to the employee and hiring supervisor.

The Background Search process should be conducted and complete **PRIOR TO AN OFFER OF EMPLOYMENT**. Employment **may not be extended** until Background Search results are obtained and appropriate University personnel have been notified by Human Resources.

To begin the electronic Background Search process, follow steps below:

PROCESS IS NOW ELECTRONIC-PREVIOUS FORMS ARE OBSOLETE AND SHOULD BE DESTROYED

1. Hiring supervisor submits an e-mail to Derek Fontenot, Human Resources, at derekfontenot@mcneese.edu and copies Charlene Abbott, Human Resources, at cabbott@mcneese.edu on this e-mail.
2. This e-mail should contain:
 - 1) The TITLE OF THE POSITION applying for
 - 2) The NAME OF THE HIRING DEPARTMENT
 - 3) The FULL NAME of the applicant
 - 4) The EMAIL ADDRESS of the applicant
 - 5) The NAME AND/OR CONTACT INFO. of the person to receive resultsEXAMPLE: Athletic Coach, Athletics, John Doe, jdoe@mcneese.edu, send results to Athletic Director at athleticdirector@mcneese.edu
3. COMPANY submits the E-Mail Invitation to Background Search to the applicant who will be provided instructions and information for log in to the website portal to begin the electronic Background Search process. Applicant has 72 hours to complete but should be encouraged by Hiring Supervisor to complete immediately.
4. The applicant will be directed to enter the required information and sign with electronic consent, within 72 hours of receipt of e-mail to timely begin process and obtain results. ***(If employee does not timely complete the process, COMPANY will send a reminder e-mail to employee and will notify HR. If electronic process issues occur, Human Resources will direct the applicant to the appropriate paper form.)***
5. Human Resources will electronically receive the Background Search results. Normal processing time is within 24 to 72 hours after submission of information.
6. Clear result report is submitted through e-mail by Human Resources to designated personnel. ***(This report does not contain any confidential identifiers and is strictly a report stating that the check is clear and complete. Full results and reports are stored electronically, privately, in Electronic System.)***
7. Not clear result report is submitted to HR Director to review with appropriate Hiring Supervisor and anyone in Chain of Command of Hiring Supervisor.
8. In the event a candidate for hire does not have computer access, an email should be sent to Charlene Abbott to request a paper process.

*****ANY ISSUES WITH ELECTRONIC BACKGROUND SEARCH PROCESS SHOULD BE REPORTED TO HUMAN RESOURCES IMMEDIATELY*****

McNeese State University
TUITION EXEMPTION APPLICATION
Graduate Assistants

SEMESTER & YEAR: _____ **BANNER ID:** _____

NAME: _____

DEPARTMENT: _____

HOURS ENROLLED: _____ **PAY PER SEMESTER:** _____ \$

TYPE OF APPOINTMENT: (check one) ☐ **TEACHING** ☐ **RESEARCH** ☐ **ADMINISTRATIVE**

PARTIAL TUITION EXEMPTION FOR GRADUATE ASSISTANTS

Graduate Assistants who are employed through Human Resources & Student Employment are allowed credit for one-half of the tuition portion of their fees. **IRS Code 117(d) requires that exemptions for graduate students are taxable except to those who are teaching or in research positions. The taxable amount of the exemption will be included on Form W-2.** 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 BY THE OFFICIAL CENSUS DATE (14TH CLASS DAY) OF EACH SEMESTER. 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.

I verify that this application is just and true in all respects. I have read the "Graduate Assistantships" 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 "Graduate Assistantships" policy.

Signature Applicant's Department Head

Date

Signature of Applicant's Dean/Director/Administrator

Date

McNeese State University
EXIT CHECKOUT FORM
Teaching Graduate Assistants (TA2)

Please complete and return the Exit Checkout Form to Human Resources and Student Employment in Smith Hall, Room 109, Box 91615, or fax to Ext. 5104.

Name: _____

Forwarding Address: _____

City: _____ **State:** _____ **Zip:** _____

(Note: W-2 will be mailed to the forwarding address)

Employee Type: Teaching Graduate Assistant

The following checklist must be completed prior to your employee leaving the University.

DEPARTMENT/OFFICE: _____

- _____ Office/desk inventory checked
- _____ All directories and files cleared from office computer
- _____ Personal property removed from office
- _____ Procedure and software manuals, etc. returned
- _____ Non-office workspace (lab, workroom, etc.) is clean and in order
- _____ Filing cabinet and/or desk keys returned
- _____ Departmental post office keys returned
- _____ Building/Office keys returned
- _____ Test in order
- _____ Desk copies of text returned
- _____ Grades submitted to Registrar's Office and/or Department Head
- _____ Explanation of how final grade was derived submitted to Department Head
- _____ Attendance records submitted to Department Head
- _____ Arrangements made for students with incomplete grades
- _____ Final report/paperwork submitted to Research Services if grant PI
- _____ Other property: _____

Authorized Department Signature: _____