C. Service Requirements for Assistantships

1. Basic Requirements

- Graduate Assistantship appointments require half-time service (0.50 FTE) to qualify for a full tuition waiver. In some instances, appointments may be made for less than half-time at proportionally reduced salaries and tuition waivers.
- Half-time service (0.50 FTE) requires an average of 20 hours per week during the appointment term. Fractional appointments (less than half-time), when permitted, require work on a proportional basis.

2. Appointment Information

- Appointment duration (See Faculty and Staff Resources for more details, including appointment templates):
  - Academic Year: Graduate Assistantship appointments must be for an entire semester (August 16 – December 31 or January 1 – May 15) or the full nine-month academic year (August 16 – May 15). Any deviation from these dates requires an exception to policy approval from the Graduate School.
  - Summer Appointments: Students may be appointed on assistantships, Period Activity Pay, or hourly appointments during the summer.
- Exception to Policy and late start requests:
  - Notify the Graduate School via a GRM exception request for review.
  - Late start requests for new students with justification may be sent to gradschool@wsu.edu for approval.
- Work Expectations:
  - During the term of the appointment, all ASEs on assistantship appointment are expected to be at work each normal workday, including periods when the university classes are not in session, with the exception of the legal holidays designated by the Board of Regents (see http://www.hrs.wsu.edu for official university holidays).
  - See Leaves and Time Off below.

3. Specific Restrictions and Guidelines

- Teaching Assistant (TA) Restrictions:
  - TAs are not authorized to teach a course that carries graduate credit; they may assist in a course carrying graduate credit but cannot have the major responsibility for delivering the curriculum or participating in the assignment of grades.
- Guidelines for Additional Work Hours:
  - The Graduate School strongly discourages graduate assistants from working additional hours beyond their 0.50 FTE because the additional time often has a negative impact on students' academic progress and time toward completing a degree. At the same time, the graduate school realizes that these opportunities can often provide students with professional development, support their specific career goals, and provide additional financial resources.
  - Consequently, the Graduate School recommends the following guidelines for programs that have graduate assistants who want to work additional hours beyond the 0.50 FTE appointment:
    - Ideally, the additional work should add to the professional development of students or support their specific career goals.
    - More than 5 additional hours per week is strongly discouraged.
    - In cases of more than 5 additional hours per week, the graduate program director should review and approve the additional work in writing and routinely screen to ensure that the student is progressing well in the program. A written letter should be submitted to the vice provost for graduate and professional education via the GRM with the following items:
      1. The student’s current status in the program (performance and longevity);
      2. The student’s timeline for degree completion;
      3. How the work involved contributes to the student's academic work and progress;
      4. The number of additional hours of work per week expected of the student; and
      5. Confirmation that if the student does not complete the degree requirements in a timely manner that the department will continue to fund the student until the requirements are met.