



Cedarville University Graduate Assistants Guidelines

University Graduate Assistant (UGA) functions both as students and as professionals, enhancing their education by playing an important dual role. While studying to meet academic requirements for advance degrees, UGA's also complement their formal studies through research, teaching, administrative, and/or service work under the supervision or tutelage of faculty or staff.

The term University Graduate Assistant (UGA) refers generally to all graduate students enrolled at the University who are employed by the University to assist a faculty or staff member in the areas of administration, research, or to serve in some instructional capacity. A department may award an assistantship to a student with regular or conditional admission to the Graduate School.

General University Requirements for all University Graduate Assistant Appointments

Regardless of the type of assistantship being awarded the following university expectations are required:

- (1) The applicant must submit to the appointing department a written statement showing clear evidence of a personal relationship with Jesus Christ and a consistent Christian lifestyle;
- (2) The applicant must submit to the appointing department a signed statement that indicates their affirmation of and willingness to abide by the University Community Covenant;
- (3) The applicant must submit to the appointing department a signed statement that affirms the applicant's agreement with the eleven doctrinal position statements we use as our definition of substantial agreement.
- (4) The applicant must complete and submit the general information form used as a basis for the pre-appointment background check.
- (5) The applicant must apply for and be granted admission, either as a regular or conditional acceptance, into one of Cedarville University's Graduate School programs.

Copies of these documents are to be provided to University Human Resources, along with the appointment letter and represent the basis for the University Graduate Assistant personnel file.

Appointment/Reappointment of University Graduate Assistantships

Additional specific policies, beyond those outlined in the UGA guidelines, regarding the appointment or reappointment to a UGA position can be made within the awarding department. All additional expectations to the UGA guidelines put in place by the awarding department need to be sent to University Human Resources to be included in the GA personnel file.

Prior to any formal discussions with the graduate assistant applicant regarding a UGA appointment, **pre-authorization** for such an appointment must be granted using the University Human Resources staff personnel requisition process.

The form for completing the pre-authorization process can be accessed through the following University Human Resources web link: <http://www.cedarville.edu/Offices/Human-Resources/Staffing-Procedures.aspx> . In addition, a position description should also be provided to University Human Resources.

The formal written confirmation of the awarding of the UGA appointment should come from the department chair or director of the awarding department. This written confirmation should include the following:

- The type of assistantship that is being offered; e.g., administrative, research, service, teaching

- The job description; specific expectations of the work
- The amount of the stipend to be paid for the assistantship
- The specifics regarding the tuition grant; graduate study tuition assistance
- The specifics regarding the other assistantship perks, i.e. a meal plan subsidy and CU student health insurance coverage.
- The beginning and ending dates of the appointment
- The name of the supervisor

A copy of the award letter should be sent to University Human Resources to be included in the GA personnel file.

Pre-Appointment Background Check

All University Graduate Assistants are required to successfully complete a pre-appointment background check. All appointments made prior to the successful completion of the background check will be conditional and should be communicated as such to the applicant. The request for the pre-appointment background check can be made by using the online background check request process at <http://www.cedarville.edu/Offices/Human-Resources/Employee-Forms.aspx>.

Please upload the required UGA general information form when requesting the pre-appointment background check. This form is needed to provide the general information required to process the pre-appointment background check.

University Graduate Assistantship Stipend

All UGA position will receive a stipend in payment for the fulfillment of the required job expectations. The specific stipend amount is established by the awarding department and may vary depending upon funding, job expectations, etc.

University Graduate Assistantship Perks

Graduate School Tuition Grants

The award of an assistantship of 0.50 FTE (1040 hours per year) or greater entitles the graduate assistant to 100% of graduate level tuition remission for all graduate level courses taken and successfully completed during the term of the assistantship. The award of an assistant of less than 0.50 FTE (less than 1040 hours per year) entitles the graduate assistant to 50% of graduate level tuition remission for the all graduate level courses taken and successfully completed during the term of the assistantship.

Meal Plan Subsidy

The award of an assistantship entitles the UGA to a meal plan subsidy for meals taken in the university cafeteria based on specific guidelines for such established within the appointing department.

Cedarville University Graduate Student Health Insurance

When a tuition grant is awarded, the assistantship also entitles the UGA single participation in the CU Graduate student health insurance plan. The premium for health insurance coverage will be paid by the University.

University Graduate Assistants are not eligible for any other university provided benefits, other than those listed above.