

Office of the Provost

# Graduate Fellows and Assistants Manual

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## NOTE TO USERS

This Manual is an administrator's handbook, a compilation of all University policy statements and procedures relative to the awarding, processing and supervision of graduate fellowships and assistantships. It is intended for use by program directors, department chairs, deans and their staffs, as well as administrators in any unit which employs graduate students as assistants or fellows. It is not intended to be a guide for fellows and assistants themselves, and should not be distributed as such. Each graduate division or program should have its own specialized handbook of procedures for its students, including its fellows and assistants. The information included here on stipends, while not confidential, is not intended for general circulation and may be subject to changes. Directors, coordinators, chairs and mentors are encouraged to remember that the award of a fellowship or assistantship creates an important graduate partnership: the student agrees to work for the University, to assist in developing the professor's career or in enabling the department to instruct its undergraduates, in exchange for a mentoring experience above and beyond what peers may receive and some financial assistance. When the fellows/assistants come to work, they do not lose their status as students; they remain students and should be considered and treated as apprentice professionals.

James A. Benson  
Vice Provost

# GENERAL POLICY AND CRITERIA

For Graduate Fellows and Assistants

## 1) Categories of Awards

### Administrative Assistantships

Administrative Assistants may be master's or doctoral program students and usually work in administrative office support roles or in non-academic offices outside the Department in which they are studying, e.g., Athletics Office, Student Life Offices, Campus Ministry.

### Research Assistantships

Research Assistants are usually master's program students selected for their high achievement and promise as creative scholars, and they assist faculty members with scholarly research. They often collaborate in the presentation and publication of research results, as determined by supervising faculty members. Research Assistants are not to be assigned lab supervision, administrative or general assistance duties.

### Teaching and Clinical Assistantships

Teaching assistants are selected for their scholarship and promise as teachers and work under the supervision of faculty. They may not be teachers of record or given sole responsibility for the content of a course, selection of assignments, planning of exams, or grading.

### Doctoral Research Fellowships

Selected on the basis of academic merit, Doctoral Fellows will work as apprentices on research projects or in the laboratories of faculty scholars. They may also serve as laboratory supervisors to undergraduate classes in the sciences. Experienced Fellows may supervise Teaching Assistants in small sections of undergraduate courses or laboratories.

### University Doctoral Fellowships

A one-year-only fellowship requiring no employment service. The most competitive fellowship for doctoral students.

### University Doctor of Arts Fellowships

Tuition-remission-only fellowships (no stipend) awarded to working teachers in the Doctor of Arts programs in History and in English

## 2) Students employed through an assistantship or fellowship must meet all the following requirements:

### a) Eligibility

Only matriculated, full-time students are eligible for awards. Foreign students must have an F-1 Visa or other visa which permits them to work in the U.S. All awardees must complete the INS I-9 in order to demonstrate eligibility to work. No student may receive tuition waivers for credits beyond the number required for his/her degree program (dissertation awards may be considered separately). No support may be given for more than one degree program at one level.

### b) Academic Criteria for Awards

**Awards are given on the basis of academic merit only.** Unless otherwise approved by the Dean, all applicants are expected to submit GRE or GMAT scores.

### Expected test scores::

The Peter J. Tobin College of Business (GMAT) 550 or above

St. John's College, The School of Education, 1000 or above in combined and College of Pharmacy (GRE) Verbal and Quantitative

All awardees are expected to have an undergraduate overall GPA of at least 3.0 and 3.0 in any previous graduate work. Doctoral Fellows will be expected to show evidence of 3.5 or above in any previous graduate work.

#### c) Renewals

To be eligible for renewals, students must remain in good academic standing. A renewal is not presumed but may be decided according to the best interests of the program and the individual student. Academic merit and previous performance in the job should be the deciding criteria in determining renewals. In any case, the presumed limit for doctoral fellowship renewals is four (4) years; the presumed limit for master's program assistantships is two (2) years. Any renewals beyond these limits should be considered exceptions and must be justified by special consideration. Doctoral students should plan to look for support on a faculty grant beyond the four-year limit, and/or apply for dissertation fellowships wherever possible.

The University Doctoral Fellowship, requiring no service, is given for one year only to a doctoral student of the highest academic merit. It may be given as a recruitment award to incoming students or as a dissertation fellowship year to advanced doctoral students.

#### d) Work Assignments

Please note that campus policy prohibits the employment of graduate students in positions with academic titles (i.e., lecturer, assistant professor, etc.). This policy was established to ensure that graduate students: (1) make timely progress toward the degree, (2) not be subjected to the conflicting roles of student and faculty member and (3) not be involved in the instruction of and assignment of grades to their peers. If special circumstances require the nomination of a student in an apprentice teaching capacity to an undergraduate course (fellows and assistants may not be assigned to graduate courses), a request from the department chair specifying why the action is necessary must be approved by the Provost **before** the student begins to serve.

**First priority** for assignment of Graduate Assistants and Fellows is to assist in faculty research projects. This implies a faculty responsibility for mentorship in research of the fellow or assistant.

**Second priority** for work assignments is laboratory supervision, peer tutoring, or other assistance to teaching activities of the Department. Departments will be responsible for specifying and supervising individual work assignments, subject to review by the Dean. Use of Research or Teaching Assistants as Administrative Assistants is strongly discouraged; student workers should be employed for such positions or Administrative Assistantships should be so designated in the unit's budget.

#### e) Work Hours

Unless otherwise approved or determined by teaching or supervision assignments, all doctoral fellowship contracts are for 18 hours per week for the duration of the term September 1 through May 15. Assistantship awards are for 15 hours per week. Some Administrative Assistantships may require 20 hours. Students may, at the discretion of the Chair/Director work fewer hours in given weeks and make up hours in other weeks.

For Teaching Assistants, the 20 hours is understood to include the time in faculty mentor lectures, supervision meetings with faculty, lab preparation, classroom or laboratory teaching, reading and commenting on student papers or examinations, office consultation, tutoring and other duties required to carry out the teaching support role.

For Research Assistants, Administrative Assistants and Clinical Assistants, the 15 hours should include the time spent in library, laboratory and all other research tasks providing assistance to the assigned project.

A SUMMER research assistant **without stipend** taking six credits in one summer session must work 15 hours per week for one session—or its equivalent over two summer sessions. An assistant taking three credits in any session will work 7.5 hours per week for that session.

#### f) Dates of Contracts

The term of all fellowship and assistantship contracts is September 1 to May 15, for full-year contracts or September 1 to December 31, and January 1 to May 15 for one semester contracts, observing normal University holidays. In no situation should University-funded contracts be for shorter or longer periods than these. Students who are assigned lab supervision or teaching support duties are also expected to work for these periods, no matter what the first and last day of class dates may be in any given semester. **NB: UNDER NO CIRCUMSTANCES IS A FELLOW OR ASSISTANT TO BEGIN A WORK ASSIGNMENT WITHOUT A SIGNED CONTRACT.**

#### g) Duration of Award

Unless otherwise specified in the initial letter of award, Fellowships and Assistantships are for one year and may be renewed up to limits specified above provided that all requirements have been met.

#### h) Termination

**FOR ACADEMIC REASONS:** Assistants and Fellows will be terminated from their positions at the discretion of the Dean and/or Provost at any time the student withdraws from full-time student status, does not register, is placed on academic probation, or otherwise fails to maintain satisfactory academic progress.

Each contract also specifies that fellows and assistants may be terminated for failure to satisfactorily perform duties as assigned within the contract by President of the University or the Dean of the College. A faculty mentor may not dismiss a student from his or her work obligation.

#### i) Oversight Responsibilities

Each proposed appointment, reappointment and advancement is subject to review and approval by

the dean of the appropriate Graduate Division for the required scholarship standards, experience, percent of time, limits on duration of service and all other policies here specified governing academic fellowships and assistantships. Exceptions to any of these policies must be requested from the Dean by the Chair of the student's home department (not the hiring department, unless these are one and the same) with written justification, and must be approved by the Vice Provost for Graduate Studies. Such justification should give special attention to the student's academic welfare and the need for efficient distribution of graduate financial support among qualified students.

Chairs of academic units are responsible for maintaining all standards for the appointment of graduate students, subject to review by the Dean of the appropriate Graduate Division, and for assuring that student appointments are carried out according to the policies and procedures outlined in this Manual. It is the responsibility of the employing unit to ensure that academic fellows and assistants are aware that the University is dedicated to creating an environment which fosters the values of diversity and pluralism, and is free from discrimination based on race, ethnicity, gender, religion, disability, age and other personal characteristics. As with all other University employees, fellows and assistants should neither engage in, nor tolerate, prejudicial attitudes and conduct, or sexual harassment, and are expected to be fully informed of the University's policies and procedures regarding these issues. (Adapted from a statement in the *Academic Apprentice Personnel Manual*, University of California at Los Angeles.)

## SCHEDULE OF AWARD PROCESS

- |                      |  |
|----------------------|--|
| February 1 – March 1 | <ul style="list-style-type: none"><li>• Competitive Applications are received.</li><li>• Each Division will accommodate its applications as appropriate; these deadlines represent national practice for competitive programs but are not meant to restrict distribution of available fellowships.</li></ul> |
| April 1 – May 1      | <ul style="list-style-type: none"><li>• Offers of Admission and Support</li><li>• These represent nationally competitive deadlines, and are not meant to restrict offers of available positions.</li></ul>   |
| April 15             | <ul style="list-style-type: none"><li>• National deadline for student acceptances of doctoral fellowship offers. See Council of Graduate Schools Agreement Clause concerning procedures for acceptance of a “better offer” after this date.</li></ul>  |
| June 1               | <ul style="list-style-type: none"><li>• All available positions offered, except in those programs with later application deadlines or rolling admissions.</li><li>• No fellowships offered to international students after this date.</li></ul>  |

## TERMS OF STIPENDS AND TUITION REMISSION

### Administrative Assistantships

**Term:** Two years maximum  
**Stipend:** First year \$4,000  
Second year \$4,500  
**Tuition Remission:** 24 credits tuition remission per year (12 credits fall and 12 credits spring)  
**Workload:** 15 hours per week  
Applies to positions in any non-academic unit of the University

Information Technology: Same as above, except:

**Stipend:** First year \$4,500  
Second year \$5,000

### Research Assistantships

**Term:** Two years maximum  
**Stipend:** First year \$6,000  
Second year \$6,500  
**Tuition Remission:** 24 credits tuition remission per year (12 credits fall and 12 credits spring)  
**Workload:** 15 hours per week  
Applies to positions in Asian Studies, English, Government, History, Library Science, Math and Computer Science, Languages and Literatures, Psychology, Sociology, Speech, The Peter J. Tobin College of Business

Theology: Same as above, except:

**Stipend:** First year \$4,000  
Second year \$4,500

### Teaching or Clinical Assistantships

**Term:** Two years maximum  
**Stipend:** First year \$8,000  
Second year \$8,500 Biology, Chemistry and Allied Health, Institute for Writing Studies  
**Tuition Remission:** 24 credits tuition remission per year (12 credits fall and 12 credits spring)  
**Workload:** 15 hours per week

The School of Education - Instructional Leadership: Same as above, except:

**Stipend:** First year \$7,500  
Second year \$8,000

The College of Pharmacy and Allied Health Professions - Clinical Pharmacy Practice, Same as above, except:

**Tuition Remission:** 42 credits tuition remission in first year 24 credits tuition remission in second year.

## TERMS OF STIPENDS AND TUITION REMISSION (continued)

### Doctoral Research Fellowships

|                              |  |
|------------------------------|--|
| <b>Term:</b>                 | Four years maximum (Some programs may limit full fellowships to three years)   |
| <b>Stipend:</b>              | <b>First year:</b> \$8,000 English, History and Psychology<br>Second year and those following \$8,500 English, History and Psychology<br>\$10,000 Education<br>\$15,000 Pharmaceutical Sciences, Biology<br>These amounts are for University-funded fellowships; Stipends for the Clare Booth Luce, GAANN, IMSD and other faculty grant fellowships will vary.   |
| <b>Tuition remission:</b>    | 24 credits tuition remission per year (12 credits fall and 12 credits spring)<br>30 credits years one and two of the Ph.D. program in Clinical Psychology only   |
| <b>Workload:</b>             | <ul style="list-style-type: none"><li>• 18 hours per week for those assisting faculty on research.</li><li>• 3 four-hour or 4 three-hour weekly lab supervisions and preparation time for those performing laboratory supervision</li><li>• maximum mentored teaching load of two undergraduate courses for six credits per semester (These assignments are under special departmental circumstances only—see page 3d. <i>Work Assignments</i>.)</li></ul> |
| <b>Dependency Allowance:</b> | None   |

### University Doctoral Fellowships

|                              |  |
|------------------------------|--|
| <b>Term:</b>                 | One year maximum   |
| <b>Stipend:</b>              | \$12,000 Pharmaceutical Sciences and Biology<br>\$8,000 Psychology, English, History             |
| <b>Tuition Remission:</b>    | 30 credits tuition remission (12 credits fall and 12 credits spring); 36 credits Psychology only |
| <b>Workload:</b>             | No additional duties beyond graduate studies   |
| <b>Dependency Allowance:</b> | \$500 per dependent per year   |

### University Doctor of Arts Fellowships

Working Doctor of Arts students (part-time) in English and Modern World History only.

|                              |  |
|------------------------------|--|
| <b>Term:</b>                 | By semester                                |
| <b>Stipend:</b>              | No stipend                                 |
| <b>Tuition Remission:</b>    | Six credits tuition remission per semester |
| <b>Workload:</b>             | None                                       |
| <b>Dependency Allowance:</b> | None                                       |

Note: With appropriate approval from the Vice Provost stipend only or tuition remission only assistantships may be awarded.

## POLICY ON SUMMER AWARDS

All of the previously listed rules apply.

Assistantships are also awarded to graduate assistants and fellows during the summer months. Assistants and Fellows are allowed three credits of tuition remission each summer session for a total of six credits per FTE position. If two courses are taken in the same summer session for a total of six credits, the graduate assistant or fellow is expected to work over the course of both summer sessions (see "Work Hours"). Awards in academic departments other than those listed below are compensated by tuition remission only. Non-academic departments will pay stipends according to past practice and budgetary approval.

Dates of summer contracts are concurrent with the dates of the academic summer sessions, unless otherwise specified by contract agreement.

1 FTE = six credits with or without stipend. The six credits may be taken as follows:

| <u>SS I</u> | <u>SS II</u> | <u>Total Credits</u>             |
|-------------|--------------|----------------------------------|
| 3           | 3            | 6 Must work both summer sessions |
| 0           | 6            | 6 Must work both summer sessions |
| 6           | 0            | 6 Must work both summer sessions |

**STIPENDS:** Will be awarded to students in the following schools/colleges: Graduate Division, St. John's College of Arts and Sciences (Biology, Chemistry, Psychology) and College of Pharmacy and Allied Health Professions (all departments).

|                              | <b>SS I</b> | <b>SS II</b> |
|------------------------------|-------------|--------------|
| <b>Research Assistants</b>   |             |              |
| Biology, Chemistry, Pharmacy | \$500       | \$500        |
| <b>Doctoral Fellows</b>      |             |              |
| Psychology                   | \$750       | \$750        |
| Biology and Pharmacy         |             | \$950        |

## PREPARATION OF PAPERWORK

The following paperwork is required for a new graduate assistant or fellow: A newly hired graduate assistant or fellow is an individual who has either never been employed with St. John's University, or one that has not worked with the University for a period of two years.

### TO BE COMPLETED BY DEPARTMENT OFFICE

- Complete and sign one (1) Dean's Verification of Matriculation Form (for assistants working in offices other than their academic department). For example, an assistant pursuing a degree in Education, but working in Information Technology, will need to submit a Verification of Matriculation form signed by the Dean of Education. This form and the Agreement will be forwarded to Mary Ponturo in Human Resources.

One original and one copy of the Agreement should be forwarded to Mary Ponturo in Human Resources. If the Department wants to keep an original on file, it should ask the student to sign two (2) Agreements. Otherwise, the Department may keep a copy on file and forward the original to Human Resources.

### TO BE COMPLETED BY STUDENT

Complete and sign one (1) Assistantship Agreement Forms ("contract") which corresponds to the title of your graduate assistant or fellow. (If the Department wants to keep an original on file, it should ask the student to sign two (2) Agreements.)

- Complete one (1) application for employment.
- Complete one (1) Emergency Contact Form.\*
- Complete tax forms Form W-4m IT 2104 and Employee Withholding Allowance Certificate)\*.
- Complete and sign one (1) I-9 form\*

The emergency contact form, tax forms and I-9 form are located on the Human Resources web site. After signing the contract, students should contact Mary Ponturo in Human Resources, (718) 990-2617 to arrange a brief appointment. At the appointment, the student will complete the I-9 form and hand in the other paperwork. The student should bring official documents required for the I-9 form to this appointment.

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A returning graduate assistant will need the following forms:

- One (1) Assistantship Agreement forms.
- One (1) Verification of Matriculation form, if required (see above).

Submit all of the above to the Dean of the School of College. The Dean's office will approve as necessary and forward one original and one copy to the Office of Human Resources.

#### Policy on Contract Dates

Unless otherwise specified by specific program need, as reviewed and approved by the Graduate Council, the Provost and University Counsel, the term of all fellowship and assistantship contracts is 9/1 to 5/15, or 9/1 to 12/31 and 1/1-5/15 for one semester contracts. Summer contracts should be dated concurrent with the dates of Summer Session I and/or Summer Session II. Terms for University funded contracts should in no case be for shorter or longer periods than these without approval of the Vice Provost. Students who are assigned lab supervision or teaching support duties are required to work for these periods, no matter what the first and last day of classes may be in any given semester. See page 4 for *Dates of Contracts*.

# Memo

To: New Graduate Fellows and Assistants  
Cc: James A. Benson, Vice Provost  
Subject: Employment Paperwork

Congratulations on your new Graduate Fellow or Assistant position. As part of the hiring process, you are required to complete all employment paperwork, which includes a Student Employment Application, as well as all post-employment paperwork, which includes an I-9, W-4, IT-2104 and Emergency Contact Form. Each of these forms can be found on [www.stjohns.edu/humanresources](http://www.stjohns.edu/humanresources). Please call Mary Ponturo in Human Resources to arrange an appointment to complete your I-9 form and hand in your other paperwork. Before coming to Human Resources, please read the following:

- **I-9:**

Please review the back of the I-9 form, select which documentation you would like to present, and bring originals of these documents. I-9 forms are required to be completed within 3 workdays of an employee's date of hire.

- **W-4:**

If you have a foreign student status, you will need to meet with Payroll while you are in Human Resources, so you can be exempt from certain taxes. Please bring your passport at this time.

- **Emergency Contact Form:**

Please complete this form and bring it with you.

Please contact Mary Ponturo, the Faculty Records Assistants, to set up your appointment with Human Resources or if you have any questions. Mary can be reached at (718) 990-2617.

Thank you.

**Human Resources Services**

Office of Human Resources

## **APPENDICES**

Confidentiality Statement

Dean's Verification of Matriculation

Graduate Assistant /Fellow Agreement

Doctoral Fellowship Agreement