

College of Business Graduate Assistant Use Expectations

Revised April 23, 2019

The East Carolina University College of Business (COB) will satisfy all nondiscriminatory requirements as stated in the University's policies, rules, and regulations prohibiting discrimination and harassment when it comes to all expectations and decisions. The College's expectations and decisions will be objective, job-related, and consistent with business necessity.

Expectations

Graduate assistants can be used to grade homework or tests, to copy material or place it on reserve in the library, to help students in study session, or to assist with research projects. Assistants shall not be used to cover office hours or lectures for the professors. For those faculty who require more complex teaching or research assistance, a limited number of individual G/As are made available each semester. Applications for individual graduate assistants are processed through the Graduate Program Office.

Graduate assistants should not be determining or assigning points/grades/credit/etc. for homework/tests/quizzes/papers/etc. for other graduate students where there is an element of judgment involved. Even for undergraduate classes, qualitative grading by GA's should be used with caution and only under appropriate supervision. Under close and meaningful oversight graduate assistants may be used to grade multiple choice tests or in situations where no judgment is involved.

If a graduate assistant is not performing their assignments, the Director of Graduate Programs and your chair should be informed. If necessary, the student's work contract will be terminated. At the end of each term the graduate office will ask faculty for an evaluation of the student's work from the faculty. This assessment is important in determining future work opportunities and job recommendations.

Extraordinary Circumstances

On rare occasions extraordinary circumstances may dictate deviation from the College of Business expectations. Any departure from these expectations must be agreed upon by the employee and unit administrator or chair, and then approved by the appropriate Associate Dean and/or Dean.

Noncompliance

Noncompliance with any COB expectation is reported to the appropriate unit administrator or chair and the appropriate Associate Dean and/or Dean.

General Nondiscrimination Statement

East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, employees, or visitors based on race/ethnicity, color, creed, national origin, religion, sex, sexual orientation, age, veteran status, political affiliation, genetic information, or disability. Consistent with the policy of the State of North Carolina, ECU reaffirms that it has been, and will continue to be, the policy of this university to be an equal opportunity employer. ECU's

Nondiscrimination policy covers admission, readmission, access to, and treatment and employment in university programs and activities, including, but not limited to, academic admissions, financial aid, any services, and employment.

Disclaimer

The College of Business expectations are secondary to and superseded by federal, state, and university policy and procedures.