

College of Business Graduate Assistantships Faculty/Department Head Standard Operating Procedure

Revised December 8, 2023

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 standard operating procedures (SOP) and decisions. The College's SOPs and decisions will be objective, job-related, and consistent with business necessity.

Standard Operating Procedure

COB Graduate assistantships are paid positions to which graduate students are assigned to work a specified number of hours per week on campus, typically up to 20 hours a week. Graduate assistants (GA) may assist professors in research, course administration, or provide support for various COB offices.

Graduate assistants may grade homework or tests, copy material, or place it on reserve in the library, help students in study sessions, or assist with research projects. Graduate assistants may not be used to cover office hours or lectures for professors. Under close and meaningful oversight, graduate assistants may be used to grade multiple choice tests or in situations where no judgment is involved. Graduate assistants should not evaluate the work of other graduate students where there is an element of judgment involved.

Graduate assistants may be assigned to faculty or department heads for the duration of a semester, or a pool of graduate assistants are available in the COB Student Technology Center (STC) for one-time requests. The request form for one-time GA requests is located on SHIP.

Definitions

Department – Any office, department, or other subgroup that is recognized as a home organization as defined by ECU (home org) and is represented on the College's organizational chart.

Department Head – Individual immediately responsible for programmatic, managerial, and fiscal responsibilities for a department, office, or other subgroup that is recognized as a home organization (home org) as represented on the College's organizational chart. Example of individual titles are chair, director, associate dean, or dean.

SHIP – (SharePoint Information Portal) COB approved secure website to store, organize, share, and access information from any device.

Faculty or Department Head Responsibilities

The Thomas Arthur Graduate School of Business in the COB coordinates all components of the graduate assistant hiring process for the College. Graduate assistant faculty/department head responsibilities include the following:

- A request form located on SHIP must be submitted each semester for an assigned graduate assistant. Under no circumstances will a contract be issued for longer than one semester. Requests are subject to funding and applicant availability. Late requests for Graduate assistants will not be considered.
- Graduate assistants are "at will" employees and can have employment terminated at any time.

In most cases, a verbal warning/conversation will take place, followed by a written warning, then termination. Some situations may warrant an immediate termination of contract.

- Graduate assistants may choose to end their contract early. Written notification must be provided to the Arthur Graduate School of Business Office.
- Graduate assistants are hired to work for a specific number of hours a week, up to a total of 20. It is expected that they will work their full hourly assignment each week. There may be an occasion where either the graduate assistant or faculty/department head needs to alter weekly hours. Missed hours should be made up on a schedule that is agreed upon by both the graduate assistant and the faculty/department head prior to the end of term.
- Graduate assistant hours may not intentionally be banked by either the graduate assistant or the faculty/department head. For instance, it is not permissible for a faculty member or department head to assign minimal work at the beginning of the semester to “save up” hours for the end of the semester. The expectation is that all GA hours should be used each week.
- Graduate assistants may not serve as teaching assistants for graduate-level courses. Teaching assistants should only assist in undergraduate coursework. Additionally, teaching assistants are meant to support the instructor rather than perform actual teaching responsibilities.
- Graduate assistantships begin on the first day of the semester and end on the last day of exams. Work can be performed on Fridays and/or weekends. Graduate assistants are not required to work on school or state holidays or closings, reading day, or breaks as indicated in the academic calendar.
- Graduate assistants are expected to work during finals.

Extraordinary Circumstances

There may be occasions where extraordinary circumstances dictate deviation from the College of Business SOPs. Any departure from an SOP must be agreed upon by the employee, department head, and college administration as appropriate. Approval by the appropriate associate dean and/or dean may be required.

Noncompliance

Noncompliance with any COB SOP is reported to the appropriate department head and the appropriate associate dean and/or dean.

General Nondiscrimination Statement

East Carolina University is committed to equality of educational opportunities 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 opportunities 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

This College of Business SOP is secondary to and superseded by federal, state, and university policy and procedures.