

# Loyola University

## Business Process Documentation

**Policy Title:** Graduate Student Assistant Policy

**Authors:** Uriel Quesada and Graduate Council

**Primary Owner:** Graduate Program Directors

**Approval Date:** May 7, 2026

**Revision Date:**

**Purpose:** This policy outlines the employment standards, responsibilities, and expectations for graduate student assistants. It aims to ensure a fair, enriching, and academically supportive work experience that complements students' educational goals.

**Related Business Processes:**

**Special Security Class(es) Required:**

**Institutional Units Involved in Process:** Graduate programs, dean's offices.

**Definitions and Procedures:**

### 1. Eligibility

To qualify for a graduate assistantship, students must:

- Be enrolled in a graduate degree program and maintain full-time status (6 hours).
- Maintain a minimum GPA of 3.0 and demonstrate satisfactory academic progress.
- International students must meet federal, state, and institutional employment eligibility requirements, including English proficiency for teaching roles.

### 2. Appointment Types

Graduate assistants may serve in one or more of the following roles:

- **Teaching Assistant (TA):** Supports instructional activities such as grading, tutoring, and leading discussion sections.
- **Research Assistant (RA):** Engages in scholarly research under faculty supervision.
- **Graduate Assistant (GA):** Provide general assistance in the office or department they support.

### 3. Appointments may be:

- **Half-time (10 hours/week)** or **Full-time (20 hours/week)** during academic terms.
- Up to **40 hours/week** during breaks or summer, with prior approval.

#### **4. Hiring Process**

The following applies to assistantships that are not part of admission packages:

- All assistantship positions must be posted through the university's employment portal.
- Applicants must submit a completed application, résumé, and references.
- Departments conduct interviews and select candidates based on qualifications, availability, and job fit.

#### **5. Duties and Expectations**

Graduate assistants are expected to:

- Fulfill assigned duties professionally and punctually.
- Maintain confidentiality and adhere to FERPA and institutional privacy standards.
- Comply with university policies, codes of conduct, and employment laws.
- Participate in required training and orientation programs.

#### **6. Compensation and Benefits**

- Compensation (wages or stipends) must be aligned with university policy.
- Tuition waivers may be provided based on appointment type and hours worked.
- Overtime is not permitted.
- Accurate timesheets must be submitted as scheduled.

#### **7. Training and Development**

- All assistants must complete orientation and job-specific training before beginning work.
- Ongoing training may include FERPA compliance, data security, and customer service.

#### **8. Performance Evaluation**

- Supervisors will provide regular feedback and conduct formal evaluations at least once per academic year.
- Unsatisfactory performance or policy violations may result in corrective action or termination.

#### **9. Equal Opportunity**

The university is committed to equal opportunity and prohibits discrimination or harassment in any form.

**10. Confidentiality and Conduct**

Graduate assistants must safeguard sensitive information and uphold professional standards. Breaches of confidentiality may result in immediate dismissal.

**11. Grievance and Appeal**

Graduate assistants may address employment concerns through the university's formal grievance procedures.

**12.** Graduate assistants cannot be added as faculty in Canvas to assist with things like assignment posting and grading for privacy purposes, reporting, and faculty evaluations.