

GRADUATE ASSISTANTS: TERMINATION OF APPOINTMENTS

Graduate assistants, graduate associates, and teaching assistants (hereinafter collectively referred to as “graduate assistants”) assist with University programs and research but are first and foremost students. Subject to the procedures set out below, their appointments may be terminated at any time for convenience or for cause, or due to abandonment of the assistantship, or may be terminated following notice for unsatisfactory performance.

- (A) Termination for convenience shall be effected by giving written notice, at least sixty (60) days in advance of the end of the appointment.
- (B) With respect to dismissal for cause<sup>1</sup>, excluding unsatisfactory work performance, dismissal shall be effective immediately upon notification, and no advance notice shall be required, although the graduate assistant may seek post-termination review of the action pursuant to the campus grievance procedures for graduate students.
- (C) Termination due to abandonment of the assistantship shall be effective immediately upon notification.
- (D) With respect to unsatisfactory work performance, graduate assistants shall be given written notice of the possibility of termination, with a statement of actions pertaining to the duties of the assistantship to be taken within a specific time period to achieve satisfactory performance. These expectations must be appropriate to the nature of the appointment. If a graduate assistant so notified does not meet the requirements of satisfactory performance within the time frame specified, the student may be terminated from his or her appointment immediately.
- (E) In the case of grant termination or loss of appropriated funds, termination may be immediate or with reduced notice.

For purposes of this policy, expiration of appointment, or non-reappointment, is not a termination. Further, “graduate assistant” refers to all of those graduate students who are receiving a stipend and/or tuition benefits in exchange for duties associated with a University department or unit. These positions may be referred to as graduate associates, graduate assistants, senior graduate assistants, teaching assistants, fellows, or the like.

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<sup>1</sup> For purposes of this policy, grounds to terminate the appointment of a graduate assistant for cause include, but are not limited to those examples set out in Board Policy 405.1, which applies to faculty.