



# Graduate Teaching and Research Assistantship Handbook

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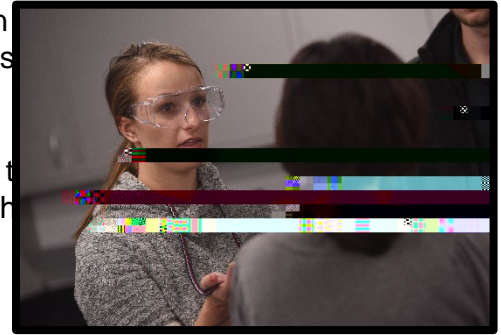
## INTRODUCTION

The University of Akron provides financial support to graduate students for several reasons. In addition to assisting those qualified in the pursuit of graduate degrees, financial aid also recognizes and rewards scholarship and responsibility, extends the range of academic experiences, and assists departments and faculty in carrying out their academic tasks. Teaching and research assistants are under contract support primarily by university funds or external funds administered through the University. Duties may include full teaching responsibility for undergraduate courses, conducting discussion sections, supervising laboratories, or assisting faculty with research.

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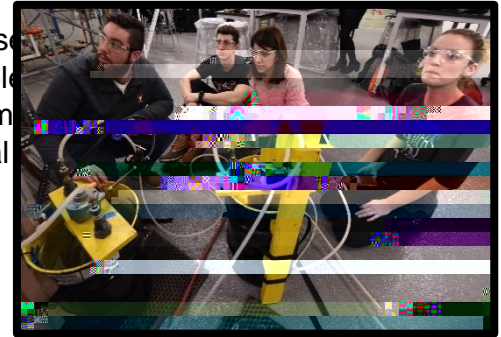
## Teaching/Laboratory Assistantships

Teaching assistants participate in undergraduate instruction and providing support services. Teaching assistants may serve as the instructors of record, laboratory assistants, discussion or recitation leaders with grading and office hour responsibilities. It is expected that this experience will relate to and facilitate the completion of degree requirements and also provide teaching experience relevant to a professional career.



## Research Assistantships

Research assistants are assigned to participate in research or research-related tasks directed by faculty members. Awards are made available by individual faculty through grants from industry and government agencies. These experiences are required to be educational and provide insights into the way in which research is conducted.



## TERMS, CONDITIONS AND BENEFITS OF TEACHING AND RESEARCH ASSISTANTSHIPS

### Offers and Acceptances

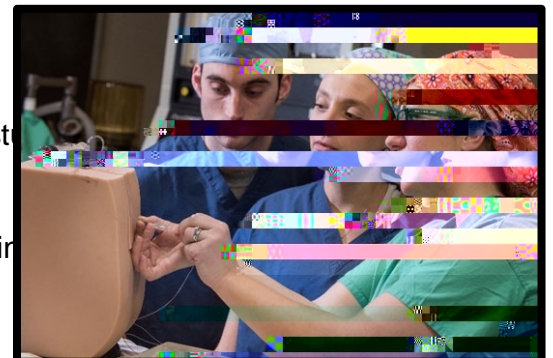
April 15<sup>th</sup> is the deadline for the extending of and the acceptance of teaching and research assistantship offers. The University of Akron adheres to the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants which, in brief, states:

1. If a student accepts an offer before April 15<sup>th</sup> but subsequently wishes to withdraw, the student may submit a written resignation any time through April 15.
2. If a student has an acceptance in force after April 15<sup>th</sup>, the student is committed to obtaining a written release before accepting an offer at another institution.
3. An offer extended by an institution after April 15<sup>th</sup> is contingent upon submission by the student of written evidence of release from any previously accepted offer.

The responsibility for compliance with this resolution rests with the academic departments making the awards and the students accepting them.

### Eligibility

To be eligible to receive a teaching or research assistantship, a student must satisfy all the requirements listed below. Individual departments may impose more stringent requirements at their discretion. A student is not eligible to hold a teaching or research assistantship in an academic department to which they have been denied. To be minimally eligible for consideration, a graduate student must:





## 2. Probation

- Any graduate student whose cumulative GPA falls below a 3.00 is considered to not be in good standing
- The student is placed on probation and notified by the Graduate School
- Getting off probation
  - f* Full-time students have two consecutive semesters (excludes summer) to return to good standing
  - f* Part-time students have four consecutive semesters to return to good standing

Non-native English speaking TAs must demonstrate proficiency in English



## 1. Termination before end of appointment:

- Appointee fails to perform services satisfactorily or violates laws or University regulations which in the judgment of the University affect duties or services performed by the appointee; or
- Appointee violates provisions of Agreement/Appointment or
- Appointee fails to maintain good academic standing (3.00 minimum GPA) or
- University funds cease to be available for graduate assistantships

Before termination for unsatisfactory performance, graduate teaching and research assistants must receive from their immediate supervisors written notice of specific deficiencies in performance as well as detailed suggestions for improvement. Graduate teaching and research assistants should receive at least two written warnings with adequate opportunities in between to improve. Unit heads should be involved in this process. If unacceptable performance continues, and a decision is made to proceed with possible termination, then, in all cases, the chief administrative officer of the appointing unit must give the teaching or research assistant a pre-termination hearing. Tpp2.3 ( o3.2 (ng

### Other Simultaneous Employment

Graduate teaching and research assistants may not accept other full-time employment, either in or outside of the University. Teaching and research assistants, holding full-time employment, are prohibited from accepting other full-time employment.



## Tax Status of Stipends

The Internal Revenue Service (IRS) usually treats stipends paid to graduate teaching and research assistants as taxable income and the University is obliged to withhold income taxes. The Payroll Office will deduct appropriate



are required to contribute to STRS, unless they have submitted an approved STRS exemption form to the Payroll Office. An assistant has 30 days from the start of the assistantship appointment to submit the exemption form. All forms required are located on the Payroll Office website at <https://www.uakron.edu/controller/payrollforms.dot>

### Curricular Practical Training (CPT)

International students participating in CPT must adhere to the following rules:

- x Teaching assistants have classroom assignments and are not permitted to participate in CPT during contracted dates of their TA assignment
- x Research assistants must have the support of their advisor to participate in CPT
- x No tuition remission will be provided to students on CPT in any year; tuition cost is the responsibility of the student
- x CPT assignments must align with the start and end date of the semester. If not, the following issues will arise causing the student to incur tuition costs:
  - o Students on research assistantships returning from CPT once the semester has already begun will be required to enroll fulltime at their own expense
  - o Students on research assistantships leaving CPT once the semester has already begun will have any provided tuition remission rescinded





harassment in violation of this policy, other than complaints alleging a violation of Title IX or gender-based harassment, may be filed with the appropriate office, as follows:

(a) Complaints alleging that a University student has engaged in protected class-based harassment, other than complaints alleging a violation of Title IX or gender-based harassment, may be filed with the Office of Student Conduct and Community Standards. Information and contact information regarding the Office of Student Conduct and Community Standards can be found at <https://www.uakron.edu/studentconduct>

(b) Complaints alleging that a University employee or third party at The University of Akron has engaged in protected class-based harassment in violation of this policy, other than complaints alleging a violation of Title IX or gender-based harassment, may be filed with the Office of Equal Employment Opportunity and Affirmative Action. Information and contact information regarding the Equal Employment Opportunity/Affirmative Action Office can be found at: <https://www.uakron.edu/hr/eeoaa/>

(4) Any conduct defined as criminal under Title XXIX of the Ohio Revised Code must be resolved through the formal process. Such complaints may also be referred to the appropriate external agency, including the prosecutor, police, or other appropriate investigative agency.

(5) Formal complaints alleging protected, alleghilass h0 Tc 0 Ttass(g)-1(c)-4.1 cyd,( reTc 0 y001 1.9 a s(g)-1d)2.3 (,



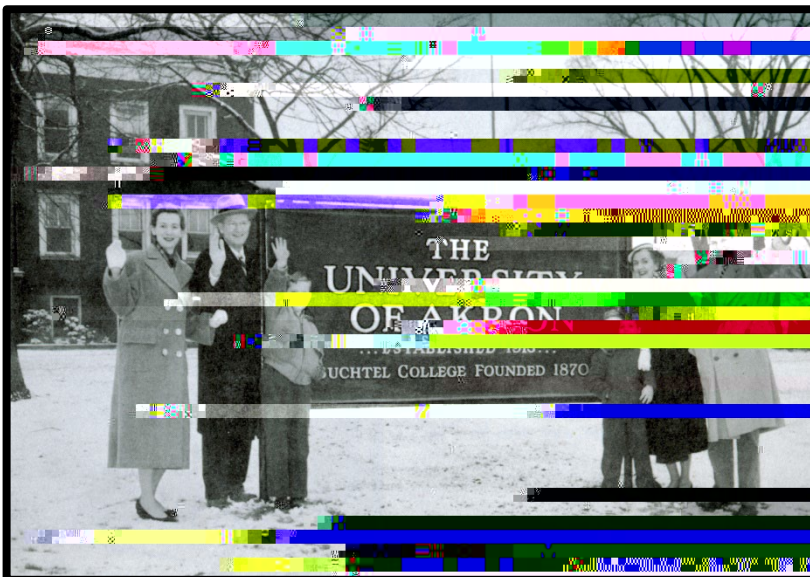
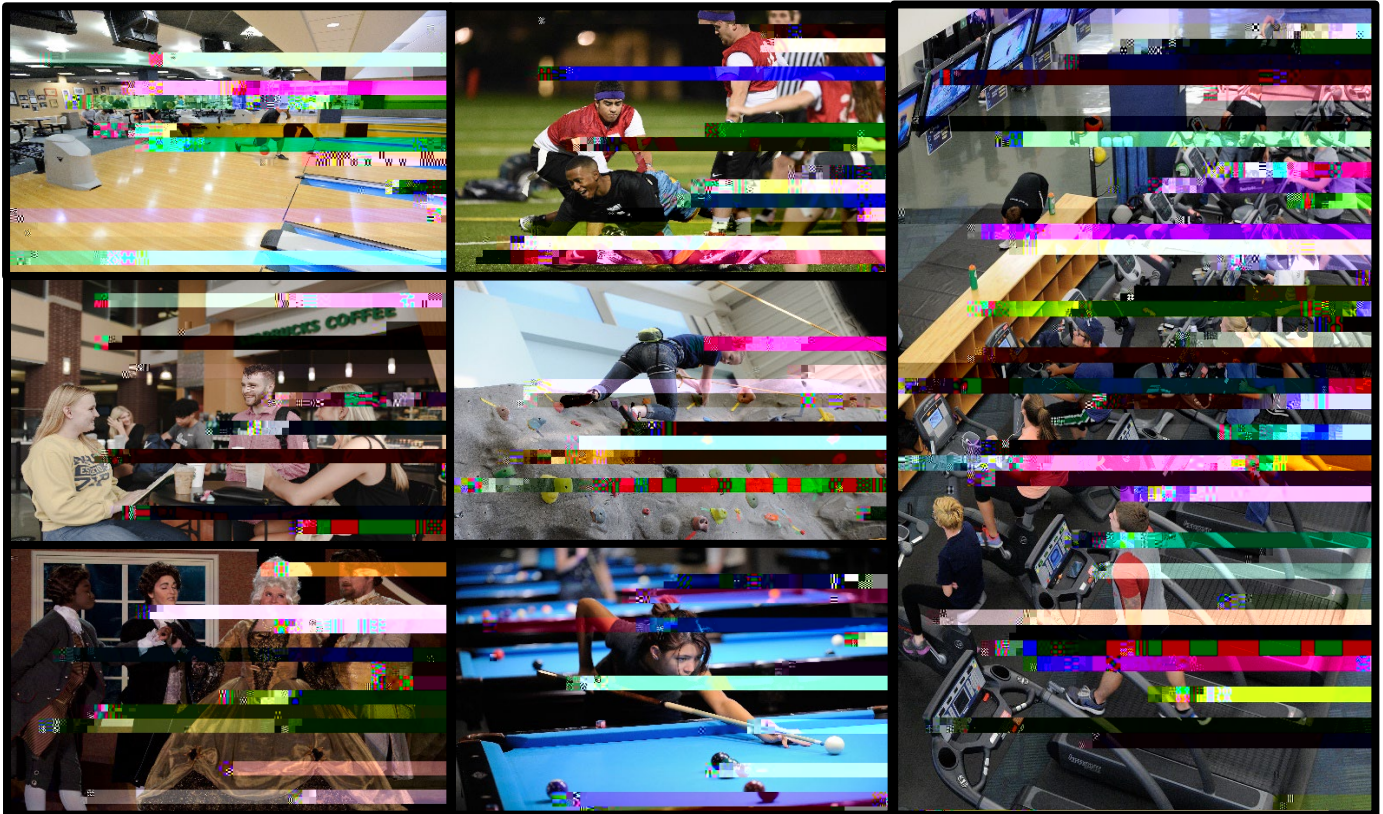






## CAMPUS RESOURCES

There are many valuable resources available to you through the Internet. General University information can be obtained from The University of Akron home page [at The University of Akron : YOU BELONG HERE! : The University of Akron, Ohio \(uakron.edu\)](http://www.uakron.edu) Graduate School information is located at [Graduate School | Home Page : The University of Akron, Ohio \(uakron.edu\)](http://www.uakron.edu/graduate) Payroll information can be found at <http://www.uakron.edu/controller/> Please be sure to visit The University's home page for complete and updated information.



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