



# ST. JOHN'S UNIVERSITY

## Doctoral Fellows & Graduate Assistants Manual

October 2018

# Doctoral Fellows & Graduate Assistants Manual

To: The St. John's University Graduate Community

We are pleased to present an updated *SJU Doctoral Fellows & Graduate Assistants Manual*. The manual provides information on policies, processes, and procedures related to graduate education at SJU. Some policies have been revised since the last version of the manual and represent our continuing focus on providing the highest quality graduate education at SJU.

The *SJU Doctoral Fellows & Graduate Assistants Manual* comprises the following main sections:

- 1) Award Categories
- 2) Requirements for Students
- 3) Responsibilities of Supervisors
- 4) Summer Doctoral Fellowships/Graduate Assistantships
- 5) Descriptions of Doctoral Fellowships and Graduate Assistantships
- 6) Award Schedule
- 7) Application Process

The *St. John's University Doctoral Fellows & Graduate Assistants Manual* is intended as a valuable resource for Deans, Department Chairs, Graduate Directors, Human Resources, and any staff involved in graduate education.

We expect that the manual will evolve over time as the landscape for graduate education at SJU changes. All modifications will be discussed in Graduate Council and will be conveyed to all parties.

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Senior Vice Provost  
St. John's University

## **1. Award Categories**

### **Doctoral Fellowships**

Doctoral Fellowships are awarded to doctoral students only. These fellowships reside only in academic departments. Doctoral Fellows conduct research and may teach. Teaching activities might include lab supervision, serving as instructor of record for select undergraduate courses, or tutoring students. Research must be confined to the needs of the program, faculty, or student. Doctoral Fellows work up to 20 hours per week. It is recommended that Doctoral Fellows should devote, on average, up to 5 hours per week to the teaching or mentoring of students.

### **Graduate Assistantships**

There are two types of Graduate Assistantships. The first type of Graduate Assistantship is an Academic Graduate Assistantship. Graduate students with Academic Graduate Assistantships are assigned to their home departments and are expected to assist in teaching and/or to conduct research within their disciplines. Academic Graduate Assistants work up to 20 hours per week. Teaching duties *cannot* include being the instructor of record. It is recommended that Academic Graduate Assistants should devote, on average, up to 5 hours per week to assisting in the teaching or mentoring of students.

The other type of Graduate Assistantship is a Non-Academic Graduate Assistantship. Graduate students with Non-Academic Graduate Assistantships are assigned to offices throughout the University and are not directly affiliated with their home departments. Non-Academic Graduate Assistants are not expected to teach or conduct research, but their learning experiences should have relevance to their fields of study. Non-Academic Graduate Assistants are expected to work up to 20 hours per week for an Administrator and are not expected to engage in the assistance of teaching or mentoring of students.

Both master's and doctoral students are eligible for Graduate Assistantship positions.

## **2. Requirements for Students**

### **Eligibility**

Only matriculated, full-time students are eligible for Doctoral Fellowship and Graduate Assistantship awards. Foreign students must have an F-1 Visa or an appropriate visa alternative. All awardees must complete the INS I-9 in order to demonstrate eligibility. Tuition waivers for credit beyond the number required for a student's degree program require approval from his/her supervisor and the Office of the Provost. Support will be given for only one degree at each level.

All Doctoral Fellows and Graduate Assistants must be registered as full-time students as stipulated in the Graduate Bulletins. Departments can award partial contracts for Doctoral Fellowships and Graduate Assistantships to students who are matriculated full-time. Students who receive Doctoral Fellowship and Graduate Assistantship awards are not eligible to receive any other compensation from the University.

### **Academic Criteria**

Awards are given on the basis of academic merit. Applicants for Doctoral Fellowships and Graduate Assistantships are expected to submit GRE or GMAT scores only if they are required to do so within their primary department of study.

## **Renewals**

A renewal is not assumed, but will be determined by the best interests of the program, a student's academic performance, and previous Doctoral Fellowship or Graduate Assistantship performance.

Doctoral Fellowships may be awarded for a maximum of five (5) years. Doctoral Fellows are required to maintain a minimum GPA of 3.5 at all times to be eligible to renew their awards. Doctoral Fellows may have an "in progress" grade on their academic records at the time of renewal for example, during the final stages of completing a dissertation/thesis or during an internship. This "in progress" grade does not affect a renewal. A renewal will not be granted, however, to students with a permanent incomplete (INC) grade.

Graduate Assistantships may be awarded for a maximum of two (2) years. Graduate Assistants are required to maintain a minimum GPA of 3.2 at all times to be eligible to renew their awards. Graduate Assistants may have an "in progress" grade on their academic record until their theses are completed. This "in progress" course grade does not affect a renewal. A renewal will not be granted, however, to students with a permanent incomplete (INC) grade.

## **3. Responsibilities of Supervisor**

### **Purpose**

The purpose of the Doctoral Fellowship and Graduate Assistantship programs is to provide a graduate student with the opportunity to supplement coursework with practical experience related to the student's educational course of study and career objectives. Doctoral Fellowships and Graduate Assistantships are an extension to, and application of, classroom instruction through hands-on experience with guidance from experienced faculty, administrators, or staff.

The supervisors - qualified faculty members for academic assistantships and administrators for non-academic assistantships - directly support the student's assistantship experience by working closely with the student. Faculty supervisors are required to monitor attendance and the student's compliance with Doctoral Fellowship and Academic Graduate Assistantship requirements. Administrative supervisors are required to monitor attendance and the student's compliance with Non-Academic Graduate Assistantship requirements.

### **Attributes of Doctoral Fellowships and Graduate Assistantships**

The Doctoral Fellowship and Graduate Assistantship experience should accomplish some or all of the following:

- Promote the discovery and application of knowledge through research;
- Enable the student to develop important experiential skills which cannot be taught in the classroom;
- Improve the student's analytical critical thinking and problem-solving skills;
- Enhance the ability to collect, review, and synthesize information from a variety of sources;
- Enable the student to compare theoretical ideas learned in the classroom with how certain activities work in academic and professional settings;
- Introduce professional expectations and responsibilities in academic and professional environments;
- Encourage the student to apply the technical skills learned in the classroom to a real-world environment.

## Being Compliant

In compliance with applicable law, St. John's University will not approve a Doctoral Fellowship or a Graduate Assistantship position unless all of the following are true:

- The Doctoral Fellowship or Graduate Assistantship experience is primarily for the benefit of the student;
- Doctoral Fellows and Graduate Assistants do not displace regular employees, but conduct their responsibilities under close observation of a faculty member or a supervisor;
- Doctoral Fellows and Graduate Assistants must be excused from any and all duties during regularly scheduled class times;
- The sponsoring department or office that provides the assistantship may not derive immediate advantage from the activities of the Doctoral Fellow and Graduate Assistant, and on occasion the department's operations may actually be impeded;
- The Doctoral Fellow or Graduate Assistant is not necessarily entitled to a position at the conclusion of the training period; and
- The department, Doctoral Fellow, and the Graduate Assistant understand that Doctoral Fellows and Graduate Assistants are not entitled to wages for the time spent in training – only the stipend and tuition remission they receive. The Doctoral Fellow or Graduate Assistant will be required to sign an acknowledgment to this effect.

## Hours

Doctoral Fellows and Graduate Assistants are limited to 20 hours of work per week. All Doctoral Fellows and Graduate Assistants are expected to work for 15 weeks each semester. Graduate Assistants are not expected to be present during breaks or when classes are not in session, except under limited circumstances. However, a Doctoral Fellow may be required to be on campus during breaks and/or when classes are not in session, because of the nature of the Doctoral Fellow's research or particular project.

Doctoral Fellows and Graduate Assistants may, at the discretion of their faculty supervisor, occasionally put in fewer hours in given weeks and make up hours in other weeks. However, this practice cannot be customary, nor should it be imposed upon students if it risks interfering with their coursework or ability to complete their studies and make timely progress toward their degree. In the case of sick days the time will be made up according to the student's schedule and the department's needs. Excessive sick days are not acceptable and the student may be at risk of losing their assistantship.

## Contracts

The contract term for all standard one-year Doctoral Fellows and Graduate Assistants is one week prior to the first day of classes in the Fall semester through the last day of final exams in the Spring semester. The contract term for all one-semester Doctoral Fellows and Graduate Assistants is one week prior to the first day of classes of the semester through the last day of final exams of the semester. If a Doctoral Fellow or Graduate Assistant is required to work during holidays or breaks it must be stated in his/her contract and must be approved by the Office of the Provost.

If a student's determined hours fall on a day that is a holiday or the University is closed, the student does *not* need to make up those hours during that week on another day. However, Doctoral Fellows and Graduate Assistants may need to perform their assigned duties on a different day if the schedule changes (for example, if a laboratory class is rescheduled because of a holiday).

Doctoral Fellows and Graduate Assistants cannot begin an assignment without a signed contract (see Section 7). Once signed, contracts cannot be modified without the approval of the Office of the Provost.

Grant funded positions are defined by the specific grant received by the university and may require additional weeks or hours outside the university operating hours. This information is defined in the GA description and discussed with the student when hired

## **Termination/Resignation**

A Doctoral Fellow or Graduate Assistant may be terminated from his/her position, if at any time the student withdraws from full-time student status, does not register, is placed on academic probation, fails to perform assigned duties, or otherwise fails to maintain satisfactory academic progress. Faculty supervisors, who wish to terminate a Doctoral Fellow or Graduate Assistant, must communicate the reasons for the termination, in writing, to the student's Department Chair, who will then consult with his/her Dean. Administrative supervisors, who wish to terminate a Graduate Assistant, must communicate the reasons for the termination, in writing, to his/her manager, who will then consult with the Dean in the school/college where the student resides. Final decisions regarding a Doctoral Fellow's or Graduate Assistant's termination must be approved by the Office of the Provost.

If a Doctoral Fellow or Academic Graduate Assistant resigns from his/her position prior to the completion of his/her contract, the faculty supervisor must contact the student's Department Chair, who will communicate the resignation to his/her Dean and then to the Office of the Provost to terminate the contract, stipend, and remaining tuition remission allocation. If a Non-Academic Graduate Assistant resigns from his/her position prior to the completion of his/her contract the administrative supervisor must contact his/her manager, who will communicate the resignation to the Dean in the school/college where the student resides and then to the Office of the Provost to terminate the contract, stipend, and remaining tuition remission allocation.

**In such cases, students need to be aware that they may be financially responsible for paying any remaining tuition after termination of their contract.**

## **Voluntary Health Related Leave of Absence**

Any student approved for medical leave must have their Dean's approval and follow the university guidelines. Once approved the Dean's office will notify Human Resources and the Senior Vice Provost office. <https://www.stjohns.edu/student-life/health-and-wellness/center-counseling-consultation/voluntary-health-related-leave-absence>

## **Appropriate Behavior and Confidentiality**

All supervisors must ensure that their Doctoral Fellows and/or Graduate Assistants are aware that the University is dedicated to creating an environment that fosters the values of diversity and pluralism and is free from discrimination based on race, ethnicity, gender, religion, disability, age, and other personal characteristics. Doctoral Fellows and Graduate Assistants should neither engage in, nor tolerate, prejudicial attitudes and conduct, or sexual harassment, and are expected to be fully informed of the University's policies and procedures regarding these issues. Should a Doctoral Fellow or Graduate Assistants have concerns over any issues pertaining to their positions, the student should contact the Dean's Office in the school/college where he/she resides or the Office of the Provost and request a confidential conference.

## **4. Summer Doctoral Fellowships/Graduate Assistantships**

A limited number of Doctoral Fellow and Graduate Assistant positions are available during the summer. Most of these are tuition-remission only and come without stipends. However, some departments and programs do offer stipends. Summer awards can be for three (3) or six (6) credits but no more. Credits can be taken over one or two sessions. Students must commit to 10 hours per week for each three-credit course. Dates of summer contracts are concurrent with the dates of the academic summer sessions. However, by mutual consent of both the faculty supervisor and the student, hours may be redistributed throughout the summer as opposed to serving them all during the summer session during which they are enrolled. Such arrangements shall be in writing and approved by the Department Chair. Teaching and tutoring expectations during the regular academic year do not apply during the summer.

## 5. Descriptions of Doctoral Fellowships and Graduate Assistantships

Descriptions of all Doctoral Fellow and Academic Graduate Assistantship positions are available on the college and school webpages. Further information can be obtained from the Dean's Offices and the Departmental Chairs. All Non-Academic Graduate Assistantship positions have been compiled and are posted on a webpage under Graduate Admission <http://www.stjohns.edu/admission-aid/graduate-admission/graduate-assistantships-and-fellowships>

## 6. Award Schedule

Ideally, the award schedule for notifying and awarding Doctoral Fellowship and Graduate Assistantship contracts is as follows:

### January - March

This is the period, during which Department Chairs should be collecting, reviewing, and ranking competitive applications from prospective students.

### March-April

Ideally, this is when offers of admission and support should be sent to potential Doctoral Fellow and Graduate Assistant award recipients. In cases where notification of awards is made available to Department Chairs and/or supervisors earlier in the academic year, such awards can be granted earlier.

### April 15

This is the deadline for student acceptances of Doctoral Fellowship offers. See Council of Graduate Schools "Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants." [https://www.cgsnet.org/ckfinder/userfiles/files/CGS\\_Resolution.pdf](https://www.cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf)

### June 15

All available positions must be offered by this date, with the exception of programs and positions funded by external terms.

No fellowships can be offered to international students after this date.

In cases where an accepted student declines an offer after June 15, the Doctoral Fellowship or Graduate Assistantship can be offered to another qualified student.

### August 1

All Graduate Assistant positions, which have not been fulfilled by this date, might be revoked and reassigned to other units.

### September

No Graduate Assistantships or Doctoral Fellowships can be awarded to students after the first pay period of the semester. (In cases where Doctoral Fellows and Graduate Assistants are funded through grants these will be reviewed case by case.)

## 7. Application process

This application process described is new as of April 2015. Students already holding a Doctoral Fellowship or Graduate Assistantship will be grandfathered into this process.

- 1) Students must apply and complete the online Doctoral Fellowship or Graduate Assistantship application.

<http://www.stjohns.edu/admission-aid/graduate-admission/graduate-assistantships-and-fellowships>

- 2) Departmental Chairs and/or Graduate Directors, together with the respective Graduate Education Policy Committee, review(s) applications of students for Doctoral Fellowship and Academic Graduate Assistantship positions.
- 3) Qualified students are selected and the Department Chair or Graduate Director submits the name(s) of the selected student(s) to the Dean's Office.
- 4) The Dean's Office completes an Electronic Personnel Change Form (EPCF).
- 5) Using information from the EPCF, an online contract is created on UIS for the student selected to receive a Doctoral Fellowship or Graduate Assistantship.
- 6) An email is generated to the graduate student with instructions on how to log in to UIS. The Doctoral Fellowship/Graduate Assistantship Agreement will display with the terms of the award under the Student Tab.
- 7) Students will review the contract and accept the agreement online.
- 8) Emails are generated throughout the process to inform both the hiring department and the applicant on the current status of an application and the next required steps.
- 9) Information on each student, who applied for an award, was granted an award, or was not granted an award, will be captured in a new APEX reporting system, which will be available to the Dean's Offices, Department Chairs and Graduate Directors.

#### **For All Administrative Units**

- 1) A modified *Request for a Non-Academic Graduate Assistant* template is posted on The Office of the Provost page at (<http://www.stjohns.edu/about/administrative-offices/provost/hiring-non-academic-graduate-assistants>). It requires a description of the student's learning experience, how it relates to the student's field of study, and how the student will benefit from the Graduate Assistantship.
- 2) Requests for a Non-Academic Graduate Assistant will require the approval from the department Vice President or Senior level before the request is sent to the Senior Vice-Provost for approval.
- 3) Once approved, the Non-Academic Graduate Assistantship position will be posted online for all students to view (<http://www.stjohns.edu/admission-aid/graduate-admission/graduate-assistantships-and-fellowships>)
- 4) Non-Academic Graduate Assistantships should be posted BEFORE April 1 in any given year in order for students to view assistantship opportunities well in advance of the start of the Fall semester and for academic units to direct students towards these opportunities.
- 5) All graduate students interested in a Non-Academic Graduate Assistantship must apply online as described for academic assistantships so that information is captured in the APEX report.

Additionally, a background check is required for Doctoral Fellows and Graduate Assistants who work with minors or human subjects in a clinical setting on any of the St. John's University campuses. Background checks may also be required for other types of activities conducted by Doctoral Fellows or Graduate Assistants.



An explanation of the EPCF process can be viewed at <http://www.stjohns.edu/about/administrative-offices/provost/hiring-non-academic-graduate-assistants>

### **Proof of Employment Eligibility**

#### **Employment Eligibility Verification**

The U.S. Department of Homeland Security Form I-9 requires students to present original documents as proof of identity and employment authorization. The I-9 form and instructions can be found at <http://www.stjohns.edu/about/administrative-offices/human-resources/forms>

#### **New York State Withholding IT-2104**

Students must also print and complete the NYS Withholding IT2104 form:  
<http://www.stjohns.edu/about/administrative-offices/human-resources/forms>

***If a student is unable to furnish this information, his or her employment processing cannot be completed and they cannot begin their assistantship.***

### **Doctoral Fellows and Graduate Assistants who require access to Banner and Shared Network Drives**

#### **For Students Who Need Access to Banner or Shared Network Drives**

Banner access is granted only to those students who must access the system's records and information to perform their job functions. If the supervisor determines that a Doctoral Fellow or Graduate Assistant will need limited access to the Banner system and/or to shared network drives, he or she should discuss these needs with the appropriate Banner data owner. Authority to grant limit user access is the sole responsibility of the University's Banner data owners.

#### **Terminating Access to Banner and Shared Network Drives**

To ensure the security of the University's data and information systems, the student's supervisor is responsible for notifying the Banner data owner of the need to terminate a Doctoral Fellow's or Graduate Assistant's access to Banner and/or shared network drives when access is no longer required. The student's supervisor should conduct access reviews at the end of each semester to ensure that Banner access has been terminated.

## **8. Health Insurance Benefits**

Doctoral Fellows and Graduate Assistants, who are studying/working on the Queens or Staten Island campuses and need assistance with Health Insurance Benefits, should contact:

Student Financial Services

Tel: (718) 990-7592

Fax: (718) 990-8284

[Studentfinancialserv@stjohns.edu](mailto:Studentfinancialserv@stjohns.edu)

<http://www.stjohns.edu/student-life/health-and-wellness/student-health-services>

Doctoral Fellows and Graduate Assistants, who are studying/working abroad and need assistance with Health Insurance Benefits, should contact:

Coordinator of Academics & Program Development

St. John's University, Rome Campus

Via Marcantonio Colonna, 21A

00192 Rome, Italy

Tel: +39 06 39384277

Fax: +39 06 39384200

[insuranceabroad@stjohns.edu](mailto:insuranceabroad@stjohns.edu)  
[www.stjohns.edu/rome](http://www.stjohns.edu/rome)

## **9. Further Information**

If you have any questions, they can be directed to Mary Cascio, [casciom@stjohns.edu](mailto:casciom@stjohns.edu), in the Office of Human Resources or Simon Geir Møller, [mollers@stjohns.edu](mailto:mollers@stjohns.edu), in the Office of the Provost.

Any questions regarding access to the EPCF menu should be directed to David Martinez, [martined@stjohns.edu](mailto:martined@stjohns.edu), Director of Payroll and HRIS in the Office of Human Resources.