



UNIVERSITY *of* MARYLAND

SCHOOL OF NURSING

Policy and Procedure for Hiring Graduate Assistants

Responsible Administrators: Academic Department Chairs

Sponsoring Units: Academic Departments

Effective Date: 9/23/2014

Last Reviewed: 8/29/2014

Next Scheduled Review: 5/29/2017

Inactivated Date: N/A

STATEMENT OF PROCEDURE

These procedures must be followed when hiring Graduate Assistants (GA), which include Graduate Teaching Assistants (GTA), Graduate Research Assistants (GRA) or Graduate Research and Teaching Assistant (GRTA) at the University of Maryland School of Nursing (UMSON) must follow the. The procedures do not apply to PhD students who are funded by the Graduate School or the UMSON Office of Research.

At UMSON, GAs that teach (GTAs and GRTAs, specifically) can only assist with or teach courses at a program level other than the one in which they are enrolled.

RATIONALE

These procedures are used in conjunction with the University of Maryland, Baltimore (UMB) GA policy. The procedures ensure that all students who apply for these positions are reviewed and evaluated consistently and that the allocation of Teaching Assistants (TA) and Research Assistants (RA) are distributed to meet the needs of UMSON.

SCOPE

These procedures apply to the following UMSON units that hire GTAs:

- Academic Departments
- Office of Research
- Clinical Simulation Labs
- The Universities at Shady Grove

WEBSITE/SERVER ADDRESS FOR THIS POLICY

<http://nursing.umaryland.edu/intranet/faculty-staff-handbook/policies-procedures-guidelines>

RELATED POLICIES, PROCEDURES, STATUTES, AND REGULATIONS

The UMB Policy on Graduate Assistants (GTA, GRA, and GRTA):
<http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=118>

The Graduate Assistant Guide:
http://www.graduate.umaryland.edu/forms_publications

CONTACTS

Any questions or requests for exceptions to the policy should be directed to the appropriate Academic Department Chair or to the offices or administrators responsible for implementation, enforcement, or assistance. If an exception to this policy is requested, the Department Chair and Assistant Dean of the GA, GTA, GRA, or GRTA program of study will adjudicate the request and procedure.

DEFINITIONS

These definitions are from the UMB Policy on Graduate Assistants.

1. **Graduate Research Assistant (GRA):** A GRA is a graduate student whose primary focus is research related. GRA duties are performed under the direction and supervision of a principal investigator or other authorized University representative. Duties may include literature review, experimental design, experimentation, data collection and analysis, patient interviews, and writing manuscripts. All GRA appointees, regardless of funding source, are expected to devote 100 percent effort to their studies or research project. There are two types of GRAs:
 - a. The GRA devotes 100 percent effort to his or her studies or research project. The GRA is paid at a minimum the standard University graduate assistant stipend and is eligible for other benefits.
 - b. The GRA is assigned 20 hours per week (full-time) to a project not necessarily related to degree progression. The GRA is expected to devote 100 percent effort, after completion of the 20-hour work commitment, to his or her studies or research project.
2. **Graduate Teaching Assistant (GTA):** A GTA is a graduate student whose primary focus is assisting in a teaching program. GTA duties are performed under the direction and supervision of a principal investigator or other authorized University representative. A GTA is expected to devote 100 percent effort, after completion of the 20-hour per week (full-time) teaching commitment, to his or her studies or research project. Duties of a GTA may include administration of community programs or workshops; assisting a faculty member in the grading, advising, proctoring, and administrative duties associated with a course or courses; teaching responsibility for a laboratory or discussion session of a course; or teaching responsibility for a classroom section if it is a multi-sectional course, under the close supervision of the course director.

3. **Graduate Research and Teaching Assistants (GRTA):** A GRTA performs tasks of a GRA and a GTA, both research and teaching duties, in the same semester.

RESPONSIBILITIES

The responsibilities of a Graduate Assistant are defined in section IV, paragraph 6 of the UMB Policy on Graduate Assistants.

“To the extent feasible, Graduate Assistants shall be given a written description of their teaching, research, or other assignments, duties, and responsibilities at least two weeks before the beginning of the semester. However, departments retain the flexibility to adjust assignments as necessary due to loss of funding, course enrollment fluctuations, or other unanticipated events, even after the semester has begun. Graduate Assistant duties shall be determined by the faculty member assigned to supervise the course, laboratory session, or research project in which the assistant is involved. The assigned duties of a Graduate Assistant shall be consistent with the teaching and research missions of the University. The assignment depends on the graduate program’s needs and the experience and qualifications of the assistant.”

PROCEDURES

Graduate Teaching Assistants (GTA)

Graduate Teaching Assistants are hired for the following types of courses:

- Courses with four or more sections
- Courses with more than 75 students
- Courses with lab sections
- Face-to-face courses that are held in the evenings after business hours and that require substantial administrative support

Hiring Procedure:

1. The Course Coordinator submits a request for a Graduate Teaching Assistant to the Chair of the department that has responsibility for the course. The request should include:
 - The name of the course or the program
 - A list of the activities that the GTA will be expected to do
 - The number of hours that the GTA will work each week (10 or 20 hours)
2. The Department Chair approves or denies the request.
3. If the request is approved, the course coordinator reviews the CVs of the students who have applied to be GTAs. All applications and CVs are available electronically on the R

drive at R:\ALL USERS\Student & Academic Services\Graduate Assistantships\Graduate Assistantship Database.

GTA applications can be found online at:

<http://www.nursing.umaryland.edu/admissions/financial-aid/grad-student>. Students should follow the submission instructions on the application. Only students who have completed an application are eligible to be considered for a GTA position.

4. After selecting candidates for the GTA position, the Course Coordinator verifies that:
 - The student will not be enrolled in the course in the coming semester
 - The student does not need to take the course in the future
 - The student is not enrolled in the program in which the course is being taught
5. The Course Coordinator interviews the candidates, selects the GTA, and verifies that the student can fulfill the requirements of the position.
6. The Course Coordinator meets with the designated office staff member to complete and sign the Request for GTA form which the staff member will submit to the accountant in Room 502. (See Appendix A.)
7. The staff member will send the student a copy of UMB's Policy on Confidentiality and Disclosure of Student Records [Section III - 6.30(A)]. The student should sign the policy and return it to the staff member who will keep it on file. (See Appendix B.)
8. The staff member should inform the UMSON Accountant, who will update the GA database.
9. Prior to the start of the semester, the student should:
 - Meet with the UMSON Accountant to complete payroll paperwork
 - Complete the tuition remission form and submit it to the department for approval by the Department Chair
 - Register for the AGBA 901 course

Graduate Research Assistants (GRA)

Hiring Procedure

1. The Principal Investigator (PI) reviews the CVs of the students who have applied to be GRAs. All applications and CVs are available electronically on the R drive at R:\ALL

USERS\Student & Academic Services\Graduate Assistantships\Graduate Assistantship Database.

GRA applications can be found online at:

<http://www.nursing.umaryland.edu/admissions/financial-aid/grad-student>. Students should follow the submission instructions on the application. Only students who have completed an application are eligible to be considered for a GRA position.

2. The PI interviews the candidates, selects the GRA, and verifies that the student can fulfill the requirements of the position.
3. The PI completes and signs the Request for Graduate Assistant form and submits the request to the UMSON Accountant in Room 502. (See Appendix A.)
4. The UMSON Accountant updates the GA database.
5. Prior to the start of the semester, the GRA should:
 - Meet with the UMSON Accountant to complete payroll paperwork
 - Complete the tuition remission form and submit it to the department for approval by the Department Chair
 - Register for the AGBA 900 course

Administrative Services Procedures for Hiring GAs

Hiring Procedure

Upon receipt of the request to hire from the department, along with the candidate's résumé, the following steps complete the hire.

1. The prospective hire is mailed a new hire packet along with the appointment letter instructing them to contact the UMSON Payroll Coordinator for an intake appointment.
2. Once the hire packet is collected, it is then sent to campus HR for processing. This generally takes approximately two weeks.
3. After the hire packet has been processed, the GA receives an employee identification number and record. He/she can now go online and complete the tuition remission form. The remission form needs to be printed and approved by the Department Chair.
4. All approved tuition remission forms are then returned to the Payroll Coordinator and sent to the campus benefits office for processing. (It takes a minimum of two weeks for the remission to be posted to the employee's account.)
5. The student is instructed when to pick up their first paycheck as direct deposit takes a minimum of two pay period cycles to activate.

GUIDELINES

Information about GRA, GTA, GRTA opportunities are posted in the UMSON Student Handbook. A GA must be enrolled and registered as a full-time student. Graduate Research Assistants must enroll in ABGA 900. Graduate Teaching Assistants must enroll in ABGA 901. Graduate Research and Teaching Assistants must enroll in ABGA 902. All three of these courses carry 7 credits. Therefore, a graduate student needs to be registered for 2 credits or more to meet the full-time requirement for a graduate assistantship.

SPECIAL INSTRUCTIONS FOR INITIAL IMPLEMENTATION

None.

FORMS AND TOOLS

GTA and GRA applications can be found online at:
<http://www.nursing.umaryland.edu/admissions/financial-aid/grad-student>. Students should follow the submission instructions on the application.

The UMB policy on GAs (GTAs, GRAs, and GRTAs) is available at:
<http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=118>.

The Graduate Assistant Guide is available at:
http://www.graduate.umaryland.edu/forms_publications.

APPENDICES

Appendix A – School of Nursing Request for Graduate Assistant

Appendix B – Section III – 6.30(A) UMB Policy on Confidentiality and Disclosure of Student Records

APPENDIX B

Section III - 6.30(A) UMB POLICY ON CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS

It is the policy of the University of Maryland, Baltimore to adhere to the Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment). As such, it is UMB's policy:

1. to permit students to inspect their education records,
2. to limit disclosure to others of personally identifiable information from education records without students' prior written consent,
3. to provide students the opportunity to seek correction of their education records where appropriate. Each school shall develop policies to ensure that this policy is implemented, and
4. to advise students that they may file a complaint with the U.S. Department of Education to allege a failure by the University to comply with FERPA.

I. Definitions

A. "Student" means an individual who is, or who has been, in attendance at UMB. It does not include any applicant for admission to UMB who does not matriculate, even if he or she previously attended the University. (Please note, however that such an applicant would be considered a "student" with respect to his or her records relating to that previous attendance.)

B. Education records" include those records which contain information directly related to a student and which are maintained as official working files by the University. The following are not education records:

5. records about students made by professors and administrators for their own use and not shown to others;
6. UMB police records maintained solely for law-enforcement purposes and kept separate from the education records described above;
7. employment records, except where a currently enrolled student is employed as a result of his or her status as a student;
8. records of a physician, psychologist, or other recognized professional or paraprofessional made or used only for treatment purposes and available only to persons providing treatment. However, these records may be reviewed by an appropriate professional of the student's choice; and
9. records that contain only information relating to a person's activities after that person is no longer a student at UMB.

II. It is the Policy of UMB to Permit Students to Inspect Their Education Records

A. Rights of Access

Each student has a right of access to his or her education records, except confidential letters of recommendation received before Jan. 1, 1975, and financial records of the student's parents.

B. Waiver

A student may, in writing, waive his or her right of access to confidential recommendations in three areas: admission to any educational institution, job placement, and receipt of honors and awards. The University will not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If the student chooses to waive his or her right of access, he or she will be notified upon written request, of the names of all people making confidential recommendations.

Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time and the revocation will apply to all subsequent recommendations, but not to recommendations received while the waiver was in effect.

C. Location of Education Records, Custodians, Procedure to be Followed

Requests for access should be made in writing to the appropriate UMB office, as described below. Students should note that the locations of campus offices do change. Consult the UMB website to confirm the current location of any office.

1. **ACADEMIC AND REGISTRATION RECORDS** are kept by the student's school or program. Graduate students should check with their professional school as well as the Dean's Office of the Graduate School.

SCHOOL OF MEDICINE

MD –Office of Student Affairs

DMRT - DMRT Program Director

PT – PT Department Chair

SCHOOL OF SOCIAL WORK

Office of the Associate Dean – 4th floor

DENTAL SCHOOL

Office of Academic Affairs - 6th Floor, Dean's Office.

LAW SCHOOL

Office of the Registrar – Suite 280

NURSING SCHOOL

Registration Services – Suite 108

SCHOOL OF PHARMACY

Coordinator of Records and Registration – Suite 722

GRADUATE SCHOOL

Professional School office noted above and Office of Dean, Graduate School -
<http://www.graduate.umaryland.edu/>

2. FINANCIAL AID RECORDS - i.e., financial aid applications, needs analyses statements, awards made - Office of Financial Aid <http://www.umaryland.edu/fin/>. Students are not entitled to review confidential financial information of parents or guardians.

3. STUDENT ACCOUNTING RECORDS - i.e., student accounts receivable, records of students' financial charges, and credits with UMB - Office of Student Accounts -
<http://www.fincsvc.umaryland.edu/sa/>

The University will comply with a request for access within 45 days. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member. If facilities permit, a student may ordinarily obtain copies of his or her records by paying reproduction costs. The fee for copies is 25 cents per page. The University reserves the right not to provide copies of transcripts it has received from other educational institutions. Official transcripts (with UMB seal) are provided free of charge upon written request to the Office of Records and Registration
<http://www.umaryland.edu/orr/>

III. It is the Policy of UMB to Limit Disclosure of Personally Identifiable Information From Education Records Unless it has the Student's Prior Written Consent, Subject to the Following Limitations and Exclusions:

A. Directory Information

1. The following categories of information have been designated directory information: name, address, UMB email address, telephone listing, date and place of birth, photograph, major field of study, dates of attendance, degrees and awards received, and most recent previous educational institution attended.
2. This information may be disclosed even in the absence of consent unless the student elects nondisclosure via SURFS of any or all of the directory categories. This ("opt out" or "directory information hold") will remain in effect unless the student removes the opt out.
3. The University will give annual public notice to students of the categories of information designated as directory information.
4. Directory information may appear in public documents and otherwise be disclosed without student consent unless the student elects non-disclosure as provided above.

5. The University, through its Registrar, does not sell, publish or otherwise compile or distribute directory lists for purely commercial purposes. Exceptions for other purposes are made on a case by case basis, subject to the approval of the Vice President for Academic Affairs. UMB schools may have policies that are stricter or more permissive.

B. Prior Consent Not Required for Disclosure of Education Records to the Following Parties:

1. UMB school officials who have been determined to have legitimate education interests:

a. A “school official” is a person employed by UMB in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a person serving on the University System of Maryland Board of Regents or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

b. A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility.

2. Upon request, officials of other schools in which a student seeks or intends to enroll or is enrolled. Upon request, and at his or her expense, a student will be provided with a copy of the records that have been transferred.

3. Authorized representatives of the Comptroller General of the United States, the Secretary of Health and Human Services, the Commissioner of the Office of Education, the Administrator of the Department of Veterans Affairs, the Secretary of Education and state educational authorities, but only in connection with the audit or evaluation of federally supported education programs or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. Subject to controlling federal law or prior consent, these officials will protect information received so as not to permit personal identification of students to outsiders.

4. Authorized persons and organizations that are given work in connection with a student’s application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.

5. State and local officials to which such information is specifically required to be reported by effective state law adopted prior to Nov. 19, 1974.

6. Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal

identification of students to outsiders and the information will be destroyed when no longer needed for these purposes.

7. Accrediting organizations for purposes necessary to carry out their functions.
8. Parents of a student who is a dependent for income tax purposes. (Note: UMB may require documentation of dependent status, such as copies of income tax forms.)
9. Appropriate parties in connection with an emergency where knowledge of the information is necessary to protect the health or safety of the student or other individuals.
10. In response to judicial order or subpoena. UMB will attempt to notify the student concerned prior to compliance so that the student may seek protective action unless otherwise ordered by the court.

C. Prior Consent Required

In all other cases, UMB will not release personally identifiable information in education records or allow access to those records without prior consent of the student. Unless disclosure is to be to the student himself or herself, the consent must be written, signed and dated, and must specify the records to be disclosed, the identity of the recipient, and the purpose of disclosure. A copy of the record disclosed will be provided to the student upon request and at his or her expense.

D. Record of Disclosures The University will maintain, with the student's education records, a record for each request and each disclosure, except:

10. disclosures to the student himself or herself,
11. disclosures pursuant to the written consent of the student (the written consent itself will suffice as a record),
12. disclosures to UMB instructional or administrative officials, and
13. disclosures of directory information.

This record of disclosures may be inspected by the student, the official custodian of the records, and other UMB and governmental officials.

IV. It is the Policy of UMB to Provide Students the Opportunity to Seek Correction of Their Education Records

A. Request to Correct Records

A student who believes that information contained in his or her education records is inaccurate, misleading, or a violation of privacy or other rights may submit a written request to the appropriate office specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the person responsible for any amendments to the record in question. Within a reasonable time of receipt of the request,

the University will decide whether to amend the records in accordance with the request. If the decision is to refuse to amend, the student will be so notified and will be advised of the right to a hearing. He or she may then exercise that right by written request to the Office of the President.

B. Right to a Hearing

Upon request by a student, the University will provide an opportunity for a hearing to challenge the content of the student's records. A request for a hearing should be in writing and submitted to the appropriate office. Within a reasonable time of receipt of the request, the student will be notified in writing of the date, place, and time in advance of the hearing.

1. Conduct of the Hearing

The hearing will be conducted by a UMB official who does not have a direct interest in the outcome. The student will have a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

2. Decision

Within a reasonable period of time after the conclusion of the hearing, the University will notify the student in writing of its decision. The decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. If the University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will amend the records accordingly.

C. Right to Place an Explanation in the Records

If, as a result of the hearing, the University decides that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the University will inform the student of the right to place in his or her record a statement commenting on the information or explaining any reasons for disagreeing with the University's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

V. Right to File Complaint

A student alleging University noncompliance with FERPA may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605.

(General policy approved by the University Administrative Council January 1978 and revised and updated for specific applicability to UMB, October 2007, May 2008.)

I have read the University of Maryland's policy on confidentiality and disclosure of student records [Section III - 6.30(A)]

Name: _____

Signature: _____

Date: _____

DATE AND SIGNATURE

Date: September 23, 2014

Approved by the Dean:

A handwritten signature in black ink that reads "Jane Marie Kusell". The signature is written in a cursive style with a long, sweeping tail on the final letter.