



GRADUATE ASSISTANT HANDBOOK

Academic Year 2007-2008

THE UNIVERSITY of TENNESSEE 
KNOXVILLE



WELCOME

As a graduate assistant, you will contribute in significant ways to the University of Tennessee, Knoxville (UTK). For many new freshmen, you will be the first contact in the classroom, and your interactions with students will define for them the climate of UTK. UTK, in turn, wants to ensure that your status as a student is acknowledged as the main reason you are working here. An assistantship is awarded primarily to help you complete your degree program in a timely fashion and to provide a positive introduction to your chosen profession. We know that it is a difficult balancing act to pursue a graduate degree while assisting in teaching, administrative, or research work at UTK. We hope that this *Handbook* will answer many of your questions and offer some helpful advice about making sure you get the most out of your assistantship.

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GRADUATE ASSISTANT HANDBOOK

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1. Basic facts, regulations, and expectations

Graduate students play a vital role in scholarship and instruction at the University of Tennessee, Knoxville. This handbook will identify a number of the professional and academic issues you may encounter in your graduate studies and in your employment. The goal is to clarify and explore frequently asked questions about assistantship duties and workloads, the importance of professional development, and other concerns commonly experienced by those just starting out in their scholarly endeavors. These concerns include definition of duties, information about workload, terms of assistantships, grievance procedures, contract-renewal information, explanation of stipend disbursement, tuition waivers and employee benefits, and participation in UTK governance.

In recognition of the multiple duties that graduate students perform as beginning scholars, researchers, administrative assistants, and teachers, this handbook aims to clarify your rights and responsibilities at UTK. In your unique position—as both student and employee of UTK—you are protected by UTK, as well as by state and federal law.

Either before or shortly after your arrival on campus, your department should provide you with a graduate studies handbook specific to your program. You need to study that document carefully since department rules and regulations can vary from general university policy and in cases of such variance will inevitably be stricter than the general rules described here. Many departments offer access to their handbook electronically (go to UTK's homepage at <http://www.utk.edu>, access the A-Z Index, and click on your department or program). You should also be offered general orientation to your program of study, faculty, and facilities.

You already will have received your letter offering an assistantship and a notification of your duties (see the offer template in the appendix for the type of information that should have been included in your letter). You are now a graduate assistant, a graduate research assistant, a graduate teaching assistant, or a graduate teaching associate. For the sake of brevity and conciseness, sometimes the term “graduate assistant” in this document is used generically. As you will learn, there are different types, terms, qualifications, requirements, and expectations. Be sure to identify what pertains to your award and, consequently, your rights and responsibilities.

2. What is an assistantship?

An assistantship is an appointment as a student employee, which offers a financial payment to a graduate student for part-time work in teaching, administration, or research. Appointments are normally on a one-fourth or one-half time basis, and the annual stipend is payable in either nine or 12 monthly installments. University fees include a maintenance fee (required of all students), tuition (an additional charge only for out-of-state students), a

programs and services fee, a technology fee, a facilities fee, and a transportation fee. The waiver of fees for assistantships applies *only* to maintenance and tuition fees and *only* to appointments at one-fourth time or more. For those with a nine-month appointment, payment over 12 months will ensure summer eligibility for fee waivers. In addition to the stipend, graduate assistants are entitled to a waiver of most fees for the period of appointment in accordance with university policy. You will still be responsible for the programs and services fee, the technology fee, the facilities fee, and the transportation fee. In 2007-2008, these fees will total approximately \$556.00 per semester, with some students paying more fees related to their academic programs. For graduate research assistants, the maintenance fee is paid by the granting agency and is in addition to the stipend paid; tuition for out-of-state students is paid centrally by the university administration.

An assistantship of one-fourth time or higher also includes health insurance. To maintain health insurance through the summer months, a student must be enrolled in course hours or the use-of-facilities course for at least three hours of credit. Other important conditions related to health insurance access are discussed in the answer to question 17. Your assistantship, if paid over 12 months, will cover maintenance and tuition for summer registration, but you will be responsible for all other fees.

3. What are the different types of assistantships?

There are four different categories of assistantships. You have been assigned an assistantship in a particular category. The descriptions below indicate what is expected of you and what you can expect of your department, program, or office.

Graduate Assistant. Graduate assistants are appointed to perform various types of duties other than those related directly to teaching or research. Most commonly, these duties relate to supervisory or administrative functions of the university.

Graduate Research Assistant. Graduate research assistants perform duties in support of university research, which may or may not relate directly to the student's thesis or dissertation. A student appointed as a GRA works under the direct supervision of the administrator of the research contract, who often may be his/her major professor. Research assistantships may be financed through funds from gifts, grants, contracts, state appropriations designated for research, or through the university's internally sponsored programs. Department heads are responsible for assuring that GRAs receive ample opportunities to make continuing progress toward their degrees.

Graduate Teaching Assistant. Graduate teaching assistants work under the direct supervision of regular faculty members and may be assigned only to duties related directly

to instruction. These include such activities as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers, and keeping class records. Assistants may not be given primary teaching and/or evaluation responsibilities, nor should they be given duties to support faculty research or those basically clerical in nature.

In consultation with the supervisor, the teaching assistant works to gain teaching skills and an increased understanding of the discipline.

Graduate Teaching Associate. Graduate teaching associates are advanced graduate students who have been given primary responsibility for teaching undergraduate courses, including the assignment of final grades. No other category of graduate assistant may be so charged. Graduate teaching associates may not be assigned primary responsibilities for teaching and student assessment in courses approved for graduate credit.

Graduate teaching associates must have met the Southern Association of Colleges and Schools (SACS) faculty credential guidelines as follows: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations (*Principles of Accreditation*, SACS, 2001, p. 25).

4. Are there any other requirements than those listed above for graduate teaching assistants and associates?

Yes. The University of Tennessee, Knoxville, requires all who teach to be competent in spoken English. The specific Graduate Council policy, as it relates to graduate students who teach, is as follows:

Since a certain level of competency with English as a spoken language is necessary for effective communication and teaching, all graduate teaching assistants and graduate teaching associates whose first language is not English are required to demonstrate an appropriate level of comprehensibility for classroom teaching by taking the SPEAK Test administered through the Office of Graduate Student Services. The Test of Spoken English (TSE) may be taken in lieu of the SPEAK Test. The results of this test will be communicated to the appropriate department to be used in determining the nature and extent of instructional or other duties assigned the graduate teaching assistant or associate. Suggested modes of remediation will be given to the department and graduate students when appropriate.

New international students who have been offered an appointment as graduate teaching assistant or graduate teaching associate will take the SPEAK Test after their

arrival at the University of Tennessee, Knoxville, and the results of the test will be used to determine the nature of their assignment. The student who has already taken the TSE and received acceptable scores may be excused from the requirement of taking the SPEAK Test.

As a graduate teaching assistant or associate, you are part of the instructional faculty of the university and should become familiar with the *UTK Teaching Guide*, available from the Office of Academic Affairs. Your department will have additional information on policies for office hours and protocol with students.

5. Is the department obliged to offer orientation and training of graduate assistants?

Yes, although the types of orientation and training necessarily differ for the various types of assistantships. Also, such orientation and training may be done at the department, college, and/or university level. It is the responsibility of your supervisor to see that you are provided appropriate orientation/training.

There are several kinds of training that should occur beyond the initial orientation/training. Such training is usually specific to a particular job function. The Graduate School offers both an orientation Web site and the Best Practices in Teaching Program for new Graduate Teaching Assistants and Associates (see the Graduate Student Services orientation Web site and the Best Practices in Teaching Program at <http://gradschool.utk.edu/orient.shtml/>). The Best Practices in Teaching Program is a seminar in which you enroll through the Web site; this program is noncredit, but upon completion of the program's requirements, you will receive a certificate from the Dean of the Graduate School stating that you participated in and completed the program.

Graduate assistants and graduate research assistants must also participate in a thorough, systematic orientation and training program. This training is usually done at the department or college level, but the Office of Research may also provide focused workshops.

One type of specialized training is on-the-job work. Graduate research assistants who work in laboratories may receive initial orientation followed by work experiences which constitute training. In such instances, the on-the-job training period should be clearly designated as such to the student assistant.

6. Besides one-fourth time and half-time, are there any other term stipulations in the offer?

Yes. Graduate student assistantship appointments are of two types: “academic-year” and “12-month or other.” Students on academic year appointment for the fall and spring terms receive 12 equal monthly payments for the nine months of service and a waiver of fees for three terms (including the summer). Students appointed to an academic year appointment beginning in the spring term have the option of receiving seven equal monthly payments for the January-July period or six equal payments for the February-July period. In both cases, a fee waiver is provided for spring and summer terms. Graduate students on academic year appointments have no assistantship responsibilities in the summer term.

Students appointed to 12-month or other appointments receive equal monthly payments for the months of the appointment and have assistantship responsibilities for the full period of the appointment. For these appointments, a waiver of fees is provided only for those terms included within the appointments (i.e., a waiver of fees for the summer term requires an appointment that encompasses the summer term in its entirety). In some situations, a graduate assistant may be appointed for a period shorter than a year (e.g., a semester).

Your offer letter should clearly stipulate your term of appointment and your payment schedule.

7. How much do I work each week?

As student employees, graduate assistants are balancing professional development through the work experience with progress toward their degree in academic experiences, such as courses, theses, or dissertations. To encourage that balance, graduate assistants may not exceed 20 hours of work per week without specific approval of the Graduate School. An important part of each graduate assistant’s work assignment is the opportunity for professional development that it offers. Such development plus variations in departmental needs may result in differences in the number of hours per week necessary for carrying out assignments. Thus, weekly work assignments, when specified, are stated as averages. For a one-fourth time appointment, a graduate assistant’s normal work time should not exceed 10 hours per week. For a one-half time appointment, the average number of hours should not exceed 20 hours per week.

The normal number of hours for conducting an assignment should be mutually understood by you and your immediate supervisor. If you are a graduate teaching assistant or associate, be aware that teaching assignments commonly necessitate more hours spent in some

weeks in preparation of class material and in grading of student papers than is indicated in the averages given above. Make sure that you consider your own master's or doctoral work as you create your syllabus. Graduate research assistants may be required to work a varied schedule depending upon the nature of the research. Protect your own research/study time so that you continue to make progress on attaining your degree. Otherwise, the professional development that your assistantship provides will go for naught.

8. How does the assistantship affect the number of hours in which I must be enrolled?

If you hold a one-half time graduate assistantship, normally you should enroll for 6 to 11 semester hours of coursework each term. A student on a one-half time assistantship who takes at least 6 semester hours will be considered full time. If you hold a one-fourth time graduate assistantship, you should take 9 to 13 semester hours each term. Remember that to **maintain** health insurance coverage, you must enroll for at least 3 graduate credit hours per term, but **to avoid having to pay the health service fee**, you must be enrolled for at least 9 hours each semester, including summer. If you are receiving financial aid, you may be subject to other enrollment requirements, so be sure to check before you make a costly mistake.

9. Can I hold another job in addition to my assistantship?

The University of Tennessee, Knoxville, has an obligation to facilitate your progress in your degree program. It will be very difficult for you to make adequate and timely progress toward your degree while holding several jobs. Therefore, special permission from the Graduate School is required for university employment of more than 50 percent time. You are strongly discouraged from seeking additional employment outside UTK.

10. What is timely progress toward my degree?

All graduate students have the same time limits on completing programs of study. Candidates for the master's degree have six calendar years to complete the degree, starting at the beginning of the semester of the first course counted toward the degree. Candidates for doctoral degrees must complete all comprehensive examinations within five years of their matriculation, and all requirements must be completed within eight years from the time of a student's first enrollment in a doctoral degree program.

11. How long can I hold my assistantship?

The maximum number of years that a graduate student can be appointed to an assistantship is three years for a master's student, five years for a doctoral student, or eight years in doctoral programs in which students enter with a baccalaureate degree only. Departments or programs may impose stricter limits. Be sure to check on your department's specific rules concerning assistantships.

12. What must I do to be reappointed as an assistant?

You will be evaluated each year by your department, program, and/or supervisor. The results of the evaluation will be made available to you and placed in your academic file. Appropriate follow-up should also occur. The evaluation review and follow-up should focus not only on assistant-related work being done but should help prepare you for future employment. Your supervisor should share the result of the evaluation with you and take appropriate follow-up action.

The immediate supervisor for each graduate assistant is to be identified as early as is possible, usually no later than four weeks prior to the beginning of the assistantship. If there will be more than one supervisor per graduate assistant, the specific tasks to be performed for each and the role each supervisor will play (e.g., which one will initiate the evaluation process) will be identified.

In cases where corrective measures must be taken to remedy deficiencies, you will be notified in writing of recommended action to solve the problem(s). Situations leading to dismissal for cause must be described in writing. You will receive a letter of dismissal written by your supervisor with a copy sent to your department head. In cases in which you feel that university-related factors (facilities, working conditions, improper supervision, etc.) have had negative effects on specific aspects of your job performance, you should write a letter of response to your supervisor detailing the above factors.

Please be aware that graduate assistants' rights and responsibilities **as students** are defined in *Hilltopics*, and you should read that document carefully. *Hilltopics* is available in hard copy from the Office of Student Affairs and is accessible electronically on the University of Tennessee, Knoxville, Web site (go to the A-Z Index on the homepage, click on H, and then click on *Hilltopics* for the most recent edition).

13. What if I have a complaint about my supervisor or department about the work required of me?

If you feel that you have a legitimate complaint about any aspect of carrying out your assignments (work hours, duties assigned, pay, work conditions, etc.), you have a right to pursue several channels to resolve the conflict. For instance, you have a right to refuse to perform tasks if those tasks are not closely related to your academic or professional development. If you believe that a decision or action made by another employee, supervisor, teacher, or director of the university involves misconduct, misapplication, or misinterpretation of university policy, state, and/or federal law, you have the right to grieve a decision or action according to the following procedures:

If possible, you should speak first with your immediate supervisor, then with the graduate liaison, and, if the problem has not been resolved, with the department head. If you still feel the complaint has not been adequately addressed, you should contact the appeals committees in your home unit or college and the dean of your college/school. If you feel that a resolution should be sought beyond the department/college level, you should contact the Graduate School about a formal appeal. In all cases in which you feel unable to speak with your supervisor, department, or college about the specific problem because of the nature of the problem or fear of repercussions, you should seek assistance in resolving the matter from the assistant to the dean in the Graduate School. However, in such a case, you should carefully consider the wisdom of bypassing the department and college levels since any resolution of the problem will require notification of all parties involved.

14. What do I need to know about intellectual property rights?

Issues concerning the intellectual property rights of graduate students are complex, and fine distinctions on specific issues often depend on the discipline. For instance, in some cases the very notion of the ownership of data might not be applicable to all information contained within a thesis or dissertation. One point is indisputable, however: you are the owner of the copyright of your thesis and/or dissertation (whether or not you register your claim to copyright with the U.S. Copyright Office).

In the case of work performed for the university, you may own any intellectual property formulated in your research *unless* you received financial support from the university in the form of wages, salary, stipend, or grant money or if you made significant use of university resources

(funded time, equipment, facilities) to complete that research. You are never obligated to participate in projects or activities that require the assignment of your intellectual property to UTK or any other entity. You need to recognize, however, that intellectual property rights sometimes involve binding legal contracts, and, as a result, you have the right to seek independent legal advice at your own expense if you feel your rights have been violated.

You should make sure at the outset of any research project with others that you and all members of the “team” agree upon the ownership of that research.

If you are a graduate teaching assistant or associate, you must ensure that use of copyrighted material in the classroom follows the guidelines of fair use (as found in Carrie Russell’s *Complete Copyright: An Everyday Guide for Librarians*, American Library Association, 2004) or that you have received proper permission from the copyright holder to use the materials.

15. What do I need to know about sexual harassment?

As the University of Tennessee, Knoxville, Faculty Handbook states,

UTK’s educational mission requires an atmosphere of professional behavior based upon mutual trust and respect between faculty and students. Relationships between students and their teachers, advisors, and others holding positions of authority over them should be conducted in a manner that avoids potential conflicts of interest or exploitation. Given the inherent differences in power between faculty and students, all members of the university community should recognize the possibility of intentional or unintentional abuse of that power.

The *Handbook* goes on to discuss the professional behavior and ethics expected of faculty members, but the passage pertains to any teacher:

Commonly accepted standards of professional behavior and ethics require that faculty members not hold evaluative power over any student with whom they have a romantic or sexual relationship. Faculty members who engage in these relationships leave themselves vulnerable to charges of sexual harassment or conflict of interests. Even when both parties initially have consented, such a relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in the light of the significant power differential that exists between faculty and students. Thus, faculty members should not initiate or accept such a relationship with a student over whom they have an evaluative role. Should such a relationship develop between a faculty member and a student, faculty members should remove themselves from the evaluation of the student’s work.

You should be mindful, then, in your relationships with students. Similarly, your supervisor, teachers, and advisors should be mindful of the professional nature of their relationship with you. Should you feel you are being sexually harassed by your supervisor, director, teachers, or mentors, you should seek resolution of the problem through the Office of Equity and Diversity, 1840 Melrose Avenue, (865) 974-2498.

16. What is in my paycheck?

Graduate assistants are paid on a monthly schedule (direct deposit into a banking account) and can be exempt from FICA (Federal Insurance Contributions Act, which includes Social Security contributions) deductions depending on their student enrollment. You must be enrolled in at least three student credit hours to be exempt from FICA deductions. Each period for which payroll is run, your enrollment record is verified; if your enrollment changes to less than the required minimum, the FICA tax will be deducted. Be aware that if you are exempt, you are not paying into Social Security and will, therefore, show no income contributions to your Social Security account for this period of employment.

You may participate in payroll deductions such as credit union savings bonds purchase, alumni contributions, and Campus Chest contributions. You should direct questions regarding employee taxation issues to the Payroll Office, P115 Andy Holt Tower, (865) 974-5251.

17. What do I need to know about health insurance?

If you hold at least a 25 percent time appointment, you are automatically enrolled in the student health insurance plan as a benefit of your assistantship. You will be issued an insurance card and brochure soon after your department provides your appointment paperwork to the Office of Human Resources. The current plan requires you to be enrolled in at least three graduate credit hours each term to maintain coverage. You are not required to use the Student Health Service as your primary provider. Should you wish to use the Student Health Service as your primary provider, you have two choices. You can either register for nine or more hours so that your health service fee is covered, or you can register for fewer than nine hours and pay the health service fee (\$84.00 as of Spring 2007 and subject to change for future semesters). If you choose to seek medical care outside the Student Health Service, you should check to confirm if your provider is approved in the UnitedHealthcare network to insure receiving maximum benefits under that plan's coverage.

To ensure that you receive the best health care possible, please familiarize yourself with the health insurance brochure, available through Student Health Service. This brochure explains insurance deductibles, co-pays, and other plan benefits and requirements. The brochure

also provides information about purchasing coverage for your dependent(s) and about the availability of an optional limited dental insurance plan which may also be purchased. You may access information about your health insurance on the Graduate School web site at <http://gradschool.utk.edu> by clicking on Student Employee Insurance under Important Links. You may also discuss this plan with an insurance manager at the Student Health Service at (865) 974-2264.

18. Do I receive any other benefits besides health insurance?

Your benefits as an employee of the University of Tennessee, Knoxville, in addition to fee waivers as explained above include workers' compensation as defined in the *University of Tennessee Knoxville and University Administration Personnel Procedure, Employment Status* (Section 100, Procedure 105). The specific wording reads as follows: "Employees so designated [as student employees] receive no benefits other than those legally required such as Workers' Compensation."

19. What if I need a leave of absence because of health, family, or other personal issues?

The university does not provide for paid leave of absence for graduate assistants. If you need to take time off from your assistantship, it is your responsibility to make arrangements with your supervisor and/or graduate director. For short absences, your options may include, but are not limited to, making up missed work time by working additional hours on top of regularly scheduled weekly work hours or arranging for fellow graduate assistants to cover your regular duties and responsibilities. In the latter case, it is your obligation to negotiate a compensation arrangement with your colleague(s). Regardless of the option taken, it is imperative that your supervisor/graduate director approves your course of action. Although some time off may need to be taken in the case of an emergency, you are encouraged, when possible, to consult in advance with your supervisor/graduate director about any absences you know will occur.

The policy for semester-long leaves from a program for students registering for 600 hours is provided in the *Graduate Catalog*. Be advised that, as is true in the cases above, you should make sure that your supervisor/graduate director and you have worked out all details of your leave: whether you must give up your assistantship completely or whether after your leave of absence you can resume your assistantship and under what conditions. Your department, program, or lab will have policies about long absences. Make sure that you have a clear understanding of those policies. Be aware that any student stopping out for more than three semesters must formally reapply to the university for readmission.

Please also note that arrangements for absence from work responsibilities in a graduate assistantship do not relieve students from their responsibilities related to registration. Only you, the one who is registered, have the ability to withdraw yourself from a course or the total registration for any one term before the deadlines of that semester. Further, if you withdraw during the semester, your fee waiver will be affected since you are no longer eligible to be categorized as a student employee. That is, a student who terminates his/her assistantship and withdraws from the university could be responsible for a pro-rated portion of fees. If the withdrawal date is the same or earlier than the termination date of the assistantship, the department is responsible for the student's fees. The student who terminates his/her assistantship and withdraws at a later date must pay a prorated portion of the fees.

20. Do graduate students have a voice in the governance of the university?

The Graduate Student Senate (GSS) is a branch of the Student Government Association (SGA) and serves as the official voice for graduate and professional students at the University of Tennessee, Knoxville. GSS representatives are graduate and professional students who are either elected or appointed annually by their departments/programs. Each department or program may select up to two representatives. The graduate and professional student body elects the GSS President and Vice-President each spring during the SGA elections. GSS meetings are held six to seven times each semester, and although only the representatives serve as official voting members, all graduate students are encouraged to attend GSS meetings.

The fundamental responsibility of the GSS is to improve the standards of graduate life at UTK by maintaining open lines of dialogue between graduate and professional students and the university administration. GSS representatives hold seats on several administrative and Faculty Senate committees and develop special task forces as necessary to tackle issues pertinent to the graduate and professional student body. Two major and ongoing projects of the GSS are the allocation of travel awards to graduate and professional students who present research at conferences and the annual "Love Your Libraries 5K Run and Fun Walk" which raises funds for the university libraries.

The Graduate Student Senate office is located in the Student Government Association, Suite 315-E University Center, 1502 Cumberland Avenue, Knoxville, TN 37996-4800. The GSS President may be reached by phone at (865) 974-2377 or by email at gss@utk.edu. More information may be found online at <http://web.utk.edu/~gss>.

In addition to the GSS, many departments/programs sponsor graduate student organizations the members of which work with faculty on departmental issues. Check with your graduate liaison/director to see if your program has such an organization.

CONCLUSION

Finally, please be aware that the Graduate School is here to help you. For instance, you can participate in the Best Practices in Teaching Program; see more details at <http://gradschool.utk.edu/orient.shtml>. In addition, the thesis consultant offers workshops on the preparation of theses and dissertations several times during the year. The John C. Hodges Library staff also offer several workshops of interest to graduate students, and your own department may provide professional workshops. And it is never too soon to begin thinking about the job market. You would profit from consulting early on in your tenure as a graduate student the following two books that are helpful guides to the job search as well as the importance of ongoing professionalism and networking:

Mary Morris Heiberger and Julia Miller Vick, *The Academic Job Search Handbook*. Third edition. Philadelphia: University of Pennsylvania Press, 2001. Offers comprehensive advice for all disciplines and is generally acknowledged as the best guide in a crowded field.

Kathryn Hume, *Surviving Your Academic Job Hunt: Advice for Humanities PhDs*. New York: Palgrave Macmillan, 2005. Written specifically for students in English, history, philosophy, modern languages, comparative literature, linguistics, classics, art history, the rhetorical side of speech communication, African American studies, women's studies, film studies, religious studies, and Jewish studies.

Good luck in your studies!

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APPENDIX

AWARD TEMPLATE FOR APPOINTMENT OF GRADUATE ASSISTANTS

DIRECT BENEFITS OF APPOINTMENT

1. Type of Appointment: GA GRA GTAssoc. GTAssist.
2. Total amount of stipend: \$ _____
3. Stipend per month: \$ _____
4. Term of Appointment: Begin Date _____
End Date _____
5. Semesters of fee remission: Fall Spring Summer
6. Registration fees not covered by award: Programs & Services fee
 Technology fee
 Campus facilities fee
 Other _____

DUTIES/WORK ASSIGNMENTS

7. Duties specified: _____

8. Hours per week: 1/4 time (10 hrs) 1/2 time (20 hrs) Other _____
9. Supervisor: _____

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the university.

The university does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

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THE UNIVERSITY of TENNESSEE 

KNOXVILLE