Termination of a Graduate Student on an Assistantship

The process for terminating a graduate student on an assistantship is outlined in the Hilltopics Student Handbook under Campus Policies & Procedures (hilltopics.utk.edu/campus-policies-procedures/). See section entitled Termination of Student Employees.

These students are considered “contract employees” since they have a written contract (offer letter) with UT providing employment for a specified period of time. A contract employee may be terminated during the term of his or her employment for gross misconduct or inadequate job performance.

When contemplating student employee termination, the supervisor should first contact the department head. Assuming the department head agrees with this assessment, the Dean of the Graduate School should be informed of the decision. The Dean of the Graduate School (or designee) will provide guidance on the termination process. The department and Graduate School will inform the appropriate Vice Chancellor of the decision to terminate the student and the reasons for termination.

The Vice Chancellor will then notify the student in writing of the reasons for his/her immediate termination (or suspension) and of his/her right to request a hearing. If a hearing is scheduled, the department will need to provide evidence on the decision to terminate.

Please see more detailed information on the Hilltopics website listed above.