

SHS Graduate Assistantships

SHS receives allocations from the College of Arts and Sciences for graduate assistantship (GA) funding for masters-level students. The college dictates the number of GA positions available to the department. The purpose of the college-funded GA positions is dual-pronged: a) recruitment of a diverse and highly qualified group of masters-level students, and b) support for faculty members' programs of research. SHS GAs are selected by individual SHS faculty and staff based upon students' specific skills and suitability for the tasks that need to be performed.

Each appointment is made *for a single semester*. However, the position may continue for more than one semester if funding is available, the supervising faculty or staff member so wishes, and the student meets the SHS GA requirements (see below). Assistantships are typically (a) limited to no more than four semesters and (b) not available in the summer.

SHS college-funded GAs are not allowed to continue their assistantship during their internship semester (SHS 558, final semester in the graduate program).

Visit <https://grad.unm.edu/funding/assistantships.html> to view current salaries and other benefits for assistantships.

SHS GA requirements: GAs must:

- be enrolled in the UNM SLP graduate program on a full-time basis (9 or more credit hours per semester).
- work an average number of hours per week that meets the contract requirements and work on a time schedule that is acceptable to the supervisor.
- work throughout the contract time frame. GAs are required to work beginning one week before the first day of classes for each semester and continuing through the last day of finals week.
- complete required trainings and background check. See Trainings and background check requirements below.
- be in good academic standing. See SHS GA academic standards below.
- maintain performance that meets the expectations of the supervising faculty member. See SHS GA performance evaluation procedures below.
- Read and sign this document to acknowledge that you understand and agree to the GA requirements.

Based on the GA requirements listed above, decisions concerning reappointment will be made at least 3 weeks before the end of each semester.

Trainings and background check requirements:

- A. Background checks: As stipulated by UNM Office of Graduate Studies, any assistantship position in which a graduate student works directly with minors (e.g., as a tutor, instructor, or similar roles working with persons under the age of eighteen) must complete a background check <http://grad.unm.edu/funding/assistantships.html#back>.
 - a. Background checks are completed as part of our graduate program requirement for clinic.
- B. BBP 100: Bringing Back the Pack (available through Learning Central)
- C. FINPRV100: Securing Private Data and FINPRV102: Securing Private Data Exam (available through Learning Central)
- D. Basic annual safety training (available through Learning Central)
- E. Preventing Discrimination and Harassment (available through Learning Central)
- F. Active Shooter on Campus: Run, Hide, Fight (available through Learning Central)
- G. 2020 Information Privacy and Security Awareness – STH 202 (available through Learning Central)
- H. Other trainings, as required by your supervisor or the department

SHS GA academic standards:

The academic success of students is our top priority. As such, when the obligations of the GAship are potentially interfering, or competing, with academic success the supervisor, graduate advisor and department chair may collectively deem that the student is not meeting academic standards to continue being a GA. Criteria for not being in good academic standing may include such things as: 1) receiving below a B in a class, 2) more than one remediation in a semester, 3) inconsistent class attendance, 4) issues during clinical rotations, or 5) being behind schedule on thesis requirements. A student who is potentially not in good academic standing will be notified by the supervisor and a discussion will be had about whether it is feasible to maintain the GAship and regain academic good standing while still fulfill the GA work and performance expectations. If it is determined that it is feasible, a monitoring plan will be implemented with collaboration with the graduate advisor to ensure the student's academic success.

SHS GA performance evaluation procedures:

Faculty depend on GAs work performance to support their programs of research. Faculty members will provide work expectations both in terms of hours worked and the level and quality of work. Two mechanisms will be used to track and/or remediate performance concerns.

- A. There will be a formal mid-semester performance evaluation in which the supervisor and GA will meet to discuss and rate performance. It is up to the discretion of the supervisor how and what instruments are used to assess performance. See Appendix A for an example performance evaluation. There should also be an evaluation before the end of semester before a potential contract renewal to determine if contract will be extended the next semester.
- B. A three-tier system will be used to rectify performance issues using the following steps:

1) Verbal counseling to address initial performance/behavior concerns. The verbal counseling may be accompanied by a Letter of Counseling to document clear expectations and violations.

2) Letter of Admonition used to document clear violations of standard. While a Letter of Counseling is used to explain standards and reconcile behavior, the LOA is used to document intentional disregard for established rules of conduct. Like the Letter of Counseling, the offender must sign the letter indicating awareness of the supervisor's direction.

3) A Letter of Reprimand is more severe than a Letter of Admonition. Like the LOA, it's also used to document clear violations of standard and is used for more serious offenses. It may also be issued when other, less severe methods, such as a Letter of Counseling or Letter of Admonition have failed to correct behavior.

Signature of supervisor _____ Date _____

Signature of graduate assistant _____ Date _____

Appendix A: Example performance evaluation

Date _____

GA _____

Supervisor _____

Rate the following items: 1 (needs improvement), 2 (adequate) or 3 (excellent).

Punctuality: Rating ____ Comments:

Availability: Rating ____ Comments:

Reliability: Rating ____ Comments:

Interpersonal : Rating ____ Comments:

Areas of improvement:

Areas of strength:

Is student on track to maintain GA contract in the future:

Yes No Possibly with performance changes

Supervisor's signature _____

GA's signature _____