

INSTITUTIONAL POLICY: E - 31

CATEGORY: Education

SUBJECT: Graduate Teaching Assistant (GTA)

EFFECTIVE DATE: January 1, 1990

LAST REVISION DATE: March 22, 2006

I. PURPOSE OF PROGRAM

- A. To enhance educational opportunities and training for the student in a selected discipline;
- B. To provide additional instructors and instruction for the discipline involved;
- C. To provide additional instructors for educational programs of the institution which cross disciplines.

II. PROGRAM SELECTION PROCEDURES

A. Schedule of Approval, Recruitment and Selection

The programs and positions to be advertised as available each year will be determined on the basis of merit of the program to the education of the student, potential service to the educational program and approved inclusion in the school budget. The selection will be made by the GTA program director for the discipline involved, with approval by the appropriate Division Chairperson, relevant Associate Dean and Vice-President for Academic Affairs and Dean. The following protocol shall be followed for GTA selection:

October 1: GTA Program Directors of funded GTA positions shall inform the Associate Dean for Pre-clinical Education of their intention to recruit students into their existing open positions.

October 15: The Associate Dean for Pre-clinical Education will inform the appropriate Associate Dean of the GTA Program Director's intent to fill open positions.

October 25: The appropriate Associate Deans will inform the Associate Dean for Pre-clinical Education of their support or non-support of the recruitment of GTAs into open positions in disciplines whose coordinators and GTA Program Directors are in their line of authority.

November 1: The Associate Dean for Pre-clinical Education will notify all sophomore

students of the open GTA positions and provide them with a copy of the general WVSOM GTA Program Description.

November 1 through January 15 of the following year: GTA Program Directors will recruit students into their open GTA positions.

January 15: GTA application deadline. All applications are to be submitted to the office of the Associate Dean for Pre-clinical Education. S/he will determine if the applicants meet the minimum standards as set forth in this document.

January 30: The Associate Dean for Pre-clinical Education will inform all GTA Program Directors of all applicants for all open GTA positions, and whether they meet minimum requirements.

January 30- February 15: GTA Program Directors and discipline coordinators will interview applicants and rank their selections.

February 15: Final GTA selection ranking for each GTA program will be submitted to the Associate Dean for Pre-clinical Education.

February 15 – February 25: The Associate Dean for Pre-clinical Education will meet with all GTA Program Directors to discuss final selection, and negotiate any overlaps in ranking for students applying to more than one program.

March 1: Final ranked GTA selections due from Associate Dean for Preclinical Education to the VP for Academic Affairs and Dean (Dean).

March 15: The Dean will recommend issuance of contracts to the President. The Dean will inform the Program Directors, Division Chairpersons and relevant Associate Deans of his/her recommendation for hire to the President. Program directors will inform the applicants of their selection for the GTA program in their discipline.

March 15-April 1: Letter of selection will be sent from the Academic Dean to the selected students, with copies to GTA program director, Division Chairperson, and relevant Associate Deans, the Vice President for Finance and the Director of Human Resources.

April 1-April 30: The Human Resources Office will prepare a contract and send it to the selected students for signature. A copy of the signed contract will be sent to the Vice President for Finance.

B. Requests for new GTA positions

All requests for new or additional GTA positions will follow the protocol below:

September 1: GTA Program Director and appropriate Division Chairperson will apply to the Dean for new or additional GTA positions for the upcoming academic year, justifying their need and the benefit to the institution.

September 15: The Dean will review the requests for additional GTA positions and will recommend addition of any new positions to the President.

September 30: The President will approve or deny the requested positions and their funding.

If there are determined to be no acceptable applicants for any GTA program, the Program Director will notify the Vice President for Academic Affairs and Dean, who will determine if those funded, but unfilled, positions should be assigned to another division, or remain unfilled for that year.

III. PREREQUISITES - Each applicant to the institutional GTA program must meet the following criteria:

- A. Successful completion of all course work undertaken up to the time of application with a minimum overall average of 80%
- B. Successful completion of the relevant discipline course(s) with in minimum overall score of 80%
- C. Submission of timely application to the Associate Dean for Pre-clinical Education
- D. Passage of COMLEX Level 1 prior to beginning GTA service
- E. Students must remain in good academic standing during their entire GTA employment
- F. Student who hold uniformed services scholarships do not qualify for the GTA program

IV. APPLICATION AND INTERVIEW PROCESS

- A. Application. The application form for the institutional GTA program shall be the same for all disciplines. This application form will be reviewed and approved by the GTA Program Directors on a regular basis. The application form shall include a statement of the applicant's reason for application and permission for the selection committee to review all the applicant's entire institutional files.
- B. Selection Process and Criteria. The Program Director, appropriate Division Chairperson and Associate Dean shall decide annually who shall constitute the selection committee, what criterion will be used for selection and the selection process. The selection committee will take into consideration the following:
 - 1. the applicant's statement of reason for application;
 - 2. overall performance of the candidate in the WVSOM curriculum,
 - 3. the performance of the candidate in the desired discipline;

4. the evaluation of the interview;
5. evidence of a desire to teach, conduct research and/or deliver service;
6. Compatibility with the planned teaching, service and/or research programs of the discipline, Division and institution.

C. Submission of Ranked List to Associate Dean for Pre-Clinical Education. This selection committee shall interview the candidates; review the student's academic record; obtain or accept additional information as allowed by law; and make a final ranked decision on all applicants to their GTA program. This ranked list shall be submitted to the Associate Dean for Pre-clinical Education per the process outlined above.

V. DUTIES AND RESPONSIBILITIES

Each GTA Program Director will review all duties and responsibilities for the GTAs under their supervision during the first week of the student's GTA service. Each GTA will have a number of assigned duties in their discipline, including assisting in the planning and presentation of the discipline; tutoring students in that discipline; and other duties as assigned by the GTA Program Director. In addition, the GTA may be requested to support educational needs of general educational programs within the institution that cross disciplines. Requests for such additional assignments will be made to the appropriate GTA Program Director. The GTA Program Director will then consult with the Appropriated Associate Deans and the GTAs involved determining if such an assignment may be accommodated within the needs of the individual programs.

All GTAs will adhere to all Institutional Policies, and will be held to the highest standard of professional behavior.

VI. SCHEDULE

The GTA program will consist of 52 weeks of service, and will occur during the students' junior year of instruction, resulting in two junior years. The 52 weeks of GTA service are allocated over the two junior years of the school academic calendar. The schedule for weeks of service will be determined by the academic needs of the institution and the discipline to which the GTA will be assigned, in conjunction with the needs of the student and Office of Clinical Education for scheduling of rotations during the 52 weeks of the junior year that are not spent as part of the GTA program.

VII. GTA JOB SUPPORT AND BENEFITS:

Each GTA will be provided with resources necessary to complete their assigned duties. These generally include such items as a desk, institutional computer, telephone, access to printer and copying, etc.

Each GTA will be provided the following financial benefits:

- A. payroll stipend for the 24 months of the two junior years;
- B. tuition and fee waiver for the 24 months of the two junior years, and for 12 months of the senior year;
- C. Educational stipend (travel) at a rate to be determined by the relevant Division Chairperson, when budgetary resources allow.

No employee benefits, such as health or disability insurance, participation in retirement funds, accrued vacation or sick time, etc will be provided.

These benefits are contingent on satisfactory performance of the GTA in their position. If the GTA withdraws from, or is released from, the GTA program, all tuition and fee waivers will cease immediately. Prepayment of tuition and fee waivers and salary may be required, as described below.

GTA's will receive no additional or substitution of academic credit. GTA's shall not graduate prior to completion of the 52 weeks of GTA service. It is the GTA student's responsibility to ensure that all requirements for graduation are met prior to graduation.

VIII. WITHDRAWAL OR EARLY RELEASE FROM THE GTA PROGRAM

- A. Student request for early withdrawal. A student who desires to be released from the GTA program prior to its completion must first receive written approval from their GTA Program Director. They must then provide a letter to the Dean, giving specific details of reasons for their request for withdrawal. Full repayment of waived tuition and fees is required for the semester in which the withdrawal occurs.
- B. Dismissal: A student may be dismissed from the GTA Program based on academic deficiencies, student unprofessional conduct or poor job performance reasons. Full repayment of tuition and fees is required for the semester in which the dismissal occurs.
- C. In a situation in which the GTA terminates or is terminated from the GTA program, graduation shall be determined based on satisfactory completion of all requirements for graduation.

IX. ADMINISTRATION OF THE PROGRAM, LINE OF AUTHORITY, GTA PERFORMANCE REVIEWS AND TERMINATION PROCEDURE

The overall GTA program is administered through the office of the Vice President for Academic Affairs and Dean, whose responsibility is, through the Associate Deans, to assure the proper handling of the applications, a fair and appropriate selection process, the review of individual selection and a review of the program itself.

GTA's will report to the GTA Program Director of their relevant discipline. The GTA Program Director will report to the appropriate Division Chairperson, who will report to the appropriate Associate Dean regarding all aspects of the GTA Programs in their area of responsibility.

The GTA Program Director will perform a job performance review after every 26 weeks of service, and provide a written copy of the job performance review to the GTA, Division Chairperson, appropriate Associate Dean and Vice-President for Academic Affairs and Dean. A copy shall be kept in a locked file in the appropriate Division Chairperson's office. This report shall include the Program Director's recommendation as to continuation or termination of the GTA contract.

If recommendation is made for termination, the reasons for this recommendation shall have been clearly documented, with documentation that an appropriate improvement plan has been tried, if appropriate. The GTA has right of due academic process, and may appeal this recommendation for termination to the Vice President for Academic Affairs and Dean. After due consideration, and additional investigation if necessary, the decision as to termination or continuation of the GTA contract shall rest with the Vice President for Academic Affairs and Dean. The decision of the Vice President for Academic Affairs and Dean regarding retention or termination shall be final and binding.