



## GRADUATE STUDENT RESEARCH ASSISTANTSHIPS ACADEMIC POLICY

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### STATEMENT OF POLICY

The following shall provide guidance related to the awarding of Nova Southeastern University Graduate Student Research Assistantships and provides information related to the duties, expectations, and responsibilities associated with the appointments.

### REASON FOR THIS POLICY

Nova Southeastern University is committed to ensuring meaningful educational experiences for its graduate student research assistants. Toward this end, NSU has determined that graduate student research assistants, regardless of the academic center assigned, will be consistently and fairly treated by the following rules and regulations as defined by this policy.

### INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY

This policy applies to all academic units, including but not limited to its deans, faculty, staff,

administrators, and students. If there is any uncertainty as to whether or not a graduate research assistant falls under this policy, Academic Affairs should be contacted for guidance.

## WHO SHOULD KNOW THIS POLICY

Administration  
Academic Affairs  
Academic Centers  
Research and Technology Transfer  
Students  
Faculty  
Office of Human Resources

## EXCLUSIONS

None

## WEBSITE ADDRESS FOR THIS POLICY

### CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification	Provost's Office	954-262-5793	<a href="http://www.Nova.edu/academic-affairs/academic-policies.html">http://www.Nova.edu/academic-affairs/academic-policies.html</a>

## DEFINITIONS

### Responsible Executive

The Administrator, Dean, or Department Head in charge of a particular area.

## RESPONSIBILITIES

Graduate Student Research Assistantships are a form of student employment, earning a compensation package including salary and/or tuition allowance for the performance of research services to the University, under the direction and supervision of a university representative, as part of the student's academic and professional training and development. The university has the right to direct the assistant's work, including when, where, and/or how the work will be done and what the final product will be.

## PROCEDURES

The following procedures explain qualifications, selection/appointment, including terms of appointment, and other information about graduate student research assistants. Additionally, the procedures address reappointment as well as dismissal and termination of appointment.

### A. Qualifications

1. Student Graduate Research Assistants must be enrolled as a full-time graduate student, fully matriculated and in good academic standing for the duration of the appointment.

### B. Selection and Appointment

1. Potential students will be considered for available assistantships and selection will be based on established criteria approved by the Department Chair, and/or Dean.

### C. Terms of Appointment

1. An appointment must be for the entire academic semester(s) (Fall, Winter, and/or Summer, or any combination thereof).
2. Assistants may not work more than 20 hours a week on payment for services work.
3. Payments shall be made through the Payroll in accordance with their policies and procedures.

### D. Other Information

1. Graduate Student Research Assistants are subject to the rules and regulations found in the [NSU Student Handbook](#) and of their University, College, Center, and/or Department in which they hold their appointment.
2. Student's rights and responsibilities can be found in the [NSU Student Handbook](#); additional information will be provided by the student's College.
3. As students, Graduate Student Research Assistants are entitled to:
  - a. payment for services as specified in their Award Letter;
  - b. remission of tuition as specified in their Award Letter;
  - c. participate in other student activities and benefits in accordance with existing policies.
4. Appointments do not provide accrued sick, personal, or vacation time. Time off due to illness must be taken in accordance with the policies of the Center, College, and/or Department in which the student holds their appointment.
5. Students are required to pay all student fees.
6. Students are required to pay all applicable taxes.
7. No outside employment is permitted.
8. All grant funded positions must comply with the policy and procedures of the Office of Sponsored Programs.

#### E. Reappointment

Based on continued available funding and need for service, awards may be renewable beyond the current contract if the reappointment benefits the university. The cumulative contract period of a Graduate Student Research Assistantship including renewals shall not exceed four years. Exceptions to the four year limit are subject to approval by the Dean and the Provost. Prior service does not guarantee reappointment to a Graduate Student Research Assistant position.

##### 1. A reappointment may be considered:

- a. when there is a continued need for services;
- b. if the past performance of the assistance has been satisfactory;
- c. where the student maintains full-time student status; is fully matriculated and in good academic standing.

#### F. Dismissal and Termination of Appointment

This policy does not confer any contractual obligations. Appointments may be terminated:

1. when services are no longer required;
2. when there is a loss of sponsored program funding;
3. when a student fails to maintain good academic standing;
4. when a student fails to make satisfactory progress through their program;
5. when a student does not meet the minimum requirement enrollment requirements specified above, changes a course load or withdraws
6. when an assistant is no longer enrolled as a student; and for
7. failure to perform required duties of the appointment or for poor performance.

### **RELATED DOCUMENTS, FORMS AND TOOLS**

Role Matrix and Related Procedures

### **HISTORY AND UPDATES**

Date Approved: August 23, 2019

Date of Promulgation: August 1, 2019

### **APPENDIX**

Not Applicable

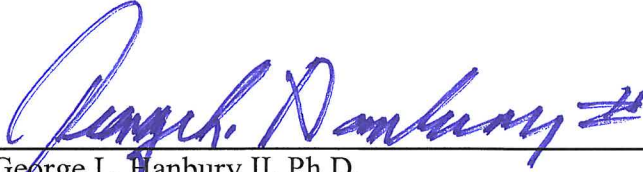
**GRADUATE STUDENT RESEARCH ASSISTANTSHIPS ACADEMIC POLICY**

**RECOMMENDED BY:**



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Ronald J. Chenail, Ph.D.  
Interim Provost / Executive Vice President for Academic Affairs

**APPROVED BY:**



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George L. Hanbury II, Ph.D.  
President / Chief Executive Officer



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Dr. Harry K. Moon  
Executive Vice President / Chief Operating Officer

**DATE:**

8/23/2019