

5.n. Graduate Assistants Policy

Subject	Faculty and Professional Staff	Effective From	Sep - 2011
Policy #	5.n.	Latest Revision	Dec - 2023
Title of The Policy	Graduate Assistants Policy	Next Review	Dec - 2024
Responsible Entity	Colleges Councils, HR Unit	Policy Pages	1
Definitions	<p>Graduate Assistant is a full time graduate student who may perform the following tasks:</p> <ul style="list-style-type: none"> • Grade the assignments/exams • supervise students in internships or field experiences • Assist faculty with their teaching (review teaching materials) and related research. • Participate in community service activities <p>The “Graduate Assistants” responsibilities are usually defined based on the experience and faculty or college needs.</p>		
Purpose	AAU maintains a policy regulating recruitment of graduate students as assistants. This policy identifies the eligible candidates for such a position, and specifies their employment procedure.		
Scope	This policy applies to any qualified full time graduate students eager to be appointed as graduate assistant.		
Statement	AAU ensures that its use of graduate students as assistants in teaching and research takes account of their academic responsibilities.		
Procedures	<ul style="list-style-type: none"> • The main concern of the graduate assistant recruitment process is the selection of the most qualified candidates according to the academic performance; irrespective of gender, race or religion. • The graduate assistant recruitment procedure begins with an initiative taken by the college Dean which includes a description of the tasks that the position entails, and a justification for the need. • The candidate must submit an application form, and the required documents to the HR unit. • All applications are forwarded to the concerned Dean for evaluation and then obtaining the final approval from the University president. • The graduate assistant employment is restricted to specified courses or projects and limited to a certain period. • The concerned faculty member provides orientation for the graduate assistant and ensures his/her access to the relevant technical materials. 		
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