

Revised Sept 17, 2018

The title of RESEARCH ASSISTANT I, II or III should not be assigned to full-time graduate students. This title is applicable to full or part-time employees. Hiring of RESEARCH ASSISTANTS is subject to the University's Affirmative Action procedures, and to contractual obligations concerning employee benefits.

CRITERIA FOR LEVELS OF APPOINTMENT

All recommendations must be based upon appointee's actual degrees as of the date on which the recommendation is initiated. If a student qualifies for a change in level before the beginning of a semester, the appropriate changes can be submitted at that time. No changes will be made after the semester begins.

Level Criteria

- I All graduate assistants in master's programs and those in Ph.D. programs who do not have the equivalent of a Master's degree in the field of study on the date on which this recommendation is initiated.
- II All those who have completed at least 30 credit hours (exclusive of entrance deficiencies, language research tools and research) of graduate work certified by the Chairperson of the student's department and the Dean of the Graduate School as creditable towards their Ph.D. program of studies before the date on which this recommendation is initiated, and have passed the Ph.D. qualifying examination; or are enrolled in a Ph.D. program and have a master's degree.
- III All graduate assistants who are enrolled in a Ph.D. program and have passed both the oral and written portions of the Ph.D. comprehensive examinations prior to the date on which this recommendation is initiated.