

SOUTHEASTERN LOUISIANA UNIVERSITY EMPLOYMENT PROCEDURES FOR HIRING GRADUATE ASSISTANTS

I. INTRODUCTION

The purpose of these procedures is to establish an orderly and consistent process for the recruitment of qualified applicants for Southeastern Louisiana University. Selection of faculty and staff is one of the most important factors contributing to the success of Southeastern. It is the intent of these procedures to provide as much flexibility to the individual recruiting units as possible, as long as their recruitment is consistent with generally accepted management principles and legal guidelines. It is our hope that providing an outline of the hiring procedures and policies to be followed in the hiring process will make the process easier and more clearly defined.

A. EQUAL OPPORTUNITY

1. General Statement

It is Southeastern's policy not to discriminate on the basis of race, color, creed, sex, national origin, age, or disability in its admission and recruitment of students, educational programs and activities, or employment policies. The University, in its relationship students, faculty, and staff, always treats with absolute fairness all those who apply for membership in the Southeastern community.

This policy reflects the requirements of Title VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246; Title IX of the Educational Amendments of 1972; Section 503/504 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans Readjustment Assistance Act of 1974; Louisiana Executive Order 13; the Americans With Disabilities Act of 1990; and the Civil Rights Act of 1991.

2. Equal Opportunity in Employment

The University takes affirmative action to ensure that the following are implemented at all levels of administration: recruit, hire, place, train, and promote all job classifications with regard to non-merit factors except where sex is a bona fide occupational qualification; identify and use existing talent and potential through upgrading and promoting present employees (all promotions are based only on valid equal employment opportunity); and ensure that all personnel actions are administered without regard to race, color, religion, sex, age, national origin, veteran status, disability, or any other non-merit factor.

3. Equal Opportunity in Education

It is the policy of the University not to discriminate in its admission and recruitment of students. University policies affecting students are administered in a non-discriminatory manner with regard to the

following: admission, recruitment, housing, and other facilities, access to course offering, counseling, financial assistance, employment assistance, health and insurance benefits and services, marital and parental status, athletics, and educational programs and activities.

II. THE HIRING PROCESS

A. THE APPLICANT POOL

For an applicant to be considered a qualified applicant, he/she must meet all minimum qualification requirements as listed:

Type: GTF, TA, RA OR AA.

Graduate Teaching Fellows (GTF). The graduate assistant teaches a course(s) and has full responsibility for the course(s). He/she is the Instructor of Record for the course(s). Graduate Teaching Fellows must meet the Southern Association of Colleges and Schools (SACS) requirements.

Teaching Assistant (TA). Teaching assistants usually assist faculty members in teaching their courses, but the faculty members remain responsible for and serve as the Instructors of Record for these courses. In some departments, teaching assistants may be assigned to assist a faculty member with taking roll, grading papers, conducting help sessions, etc. In other departments, teaching assistants may serve a period of apprenticeship under the supervision of a faculty member.

Research Assistant (RA). The graduate assistant primarily performs research assignments for a faculty member. Often the research assistant is working together with the faculty member in conducting a research project. The United States Department of Labor (DOL) has clarified that it will not assert that an employee-employer relationship exists between graduate research assistants and a higher education institution:

“In some cases graduate students in college and universities are engaged in research in the course of obtaining advanced degrees and the research is performed under the supervision of a member of the faculty in a research environment provided by the institution under a grant or contract. Normally the graduate students involved in these programs are simultaneously performing research under the grants or contracts and fulfilling the requirements of an advanced degree. Under such circumstances, Wage and Hour will not assert an employee-employer relationship between the students and the school, or between the student and the grantor or contracting agency, even though the student received a stipend for their services under the grant or contract. Where no

employment relationship exists, there is no application of the minimum wage and overtime pay provisions of the FLSA.”

The Dean of the Graduate School will determine which graduate assistants can be classified as research assistants.

Administrative Assistant (AA). The graduate assistant performs assignments primarily of a clerical nature or supervisory nature, although he/she may be assigned other duties.

Excerpt from the Graduate Assistant Handbook:

“If a teaching assistant or an administrative assistant is purposely misclassified by their supervisor as a research assistant in an attempt to circumvent the FLSA and if we are audited and found to be in violation, the supervisor responsible will be personally liable for the fines and penalties. The University will also be responsible for damages and back wages. These fines could be up to \$10,000 for each violation. A second violation can result in imprisonment. Willful violations are also subject to civil money penalties of up to \$1,000 for each violation.”

B. SCREENING APPLICANTS

The Office of the Dean of the Graduate School will determine if applicants are eligible for graduate school. The Dean of the Graduate School will determine which graduate assistants can be classified as research assistants. The Dean of the Graduate School will determine that Graduate Teaching Fellows meet SACS criteria listed on the Human Resources web site at:

<http://www.selu.edu/Administration/Depts/HumanResources/sacsriteria>

III. RECOMMENDATIONS FOR EMPLOYMENT

The Department Head or GA Coordinator for the department will submit a Recommendation of Employment, application, verification of personal reverence, and background check authorization form to the Dean of the Graduate School.

IV. GRADUATE ASSISTANT ORIENTATION

A mandatory orientation for new GAs will be held the first workday of each semester. The GA will complete all required paperwork at this orientation. GAs must bring the original and a copy of their Social Security card and driver’s license. International GAs must also bring the original and a copy of their passport, visa, I-94, I-20, and a work permit. New International students may not have a social security card. They cannot obtain one until they actually arrive in the United States.

All new employees are required to utilize direct deposit for their payroll checks. They should bring a voided check or a savings deposit slip and bank routing numbers for direct deposit.