

## Policy Information

### Issuing Office

The Graduate School

### Affected Parties

GSA's, The Graduate School, Human Resources, Financial Aid, Student Accounts, Advising

### Policy Language

See GSA handbook

### Policy Rationale

Prospective and current Graduate Student Assistants must adhere to the guidelines outlined in the GSA Handbook. The handbook provides an established protocol for expected conduct, job related questions, and program procedures.

### Definition of Glossary Terms

None specified

## Procedural Information

### Procedures

Graduate students who are interested in a GSA position typically contact Human Resources first and they are then directed to The Graduate School. The student may also find information regarding the GSA program from the Graduate School Website. The Graduate School ensures the applicant meets the minimum qualifications and connects them to the department liaison for further interviewing and application steps. The student is accepted or denied into a program. If they are accepted into the graduate program and they are hired as a GSA in that program, the student must read and follow the GSA Handbook.

### Sanctions

It is emphasized to the Graduate student assistant that they are now working in a professional capacity and their conduct is as such. GSA's are expected to follow the Liberty Way, Graduate Student Handbook, and Employee Handbook. GSA's should contact their department for guidelines and restrictions on proper dress. As employees of the university, GSA's must also remember that the Employee Handbook, provided by Human Resources, is applicable to their position in addition to the GSA handbook.

It is important that the GSA remember to keep a strictly professional relationship with all students as they are often working in a teacher-student relationship with undergraduate students. If a situation arises that may constitute a conflict of interest, the GSA should inform their supervisor immediately so that proper accommodations can be made if necessary. Failure to do so may lead to termination and /or sanctions as determined by the Dean of the Graduate School. All communication between the GSA, the department, the Graduate School, and students should be written and responded to in a professional, timely manner. This means all student e-mails should be replied to within 24-48 hours.

### Exceptions

None