

***School of Education***  
***Graduate Assistantships Appointment and Reappointment***  
***Policies and Procedures***

The School of Education employs students to assist in instruction and projects and makes every effort to provide graduate assistantships that augment students' academic preparation. The number of available assistantships varies from semester to semester as these positions are contingent upon multiple sources of funding. Therefore, the School must take many factors into account when making decisions regarding the allocation of assistantships. More specifically, financial support in the form of graduate assistantships will be prioritized to support students who have:

- *Full-time status*
- *Specialized knowledge and skills related to the assistantship duties*
- *Good academic progress or demonstrated potential to make good academic progress*

Criteria for **reappointment** include:

- *Good academic standing and progress*
- *Experience*
- *Previous performance*
- *Available funding*

Departments and Principal Investigators, with Department Chair approval, will post available assistantships, listing duties, qualifications, and application instructions in the Beacon, the School's weekly newsletter, available at <http://www.umass.edu/education/publications.htm>. Graduate students seeking assistantships should follow the instructions in the Beacon for applying to specific assistantships. Reappointments are not posted.

In addition, graduate students may also apply for available assistantships by sending a cover letter, a copy of their curriculum vitae (resume) and most recent transcripts to the School of Education offices (see below) in which he/she wishes to be considered for an assistantship.

- *Office of Academic Affairs 123 Furcolo Hall*
- *Department of Educational Policy, Research and Administration, 161 Hills South*
- *Department of Student Development, 161 Hills South*
- *Department of Teacher Education and Curriculum Studies, 117 Furcolo Hall*

The Associate Dean and/or Department Chairs will forward material to the appropriate Concentration Coordinator(s) or supervisor, for her/his review and consideration.

Suggested timeline for submitting application materials:

- ***November 10*** (for spring appointments)
- ***April 15*** (for fall appointments)

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Assistantships will be for at least 10 hours per week. Any assistantship for less than 10 hours per week must be approved in advance by the Associate Dean.

Students will be notified in writing by the appointing authority (typically the Concentration Coordinator, Department Chair, Associate Dean, or Principal Investigator) that they have been appointed or reappointed to assistantships.

The Academic Affairs Office will periodically post assistantship application instructions in locations in Furcolo Hall and Hills South, and publish these in the Beacon.

Concentration Coordinators will include instructions for seeking assistantships in acceptance letters to incoming graduate students.

**Appointment and Reappointment - Assistantships Funded by the School of Education**

Concentration Coordinators and/or supervisors will review application materials and make recommendations for awarding assistantships to the relevant Department Chairs or Associate Dean according to the schedule established by the Dean's office. Decisions to award assistantships rest with the relevant Department Chair or the Associate Dean, contingent upon final approval by the Dean or her/his designee.

By April 15 or December 1 of each semester, Department Chairs or designee will notify each graduate student holding an assistantship, in writing, their expectations regarding whether or not they will be offered assistantships the following semester.

**Appointment and Reappointment - Assistantships funded by grants and contracts**

Principal Investigators will review application materials and make recommendations for awarding assistantships to the relevant Department Chair. Decisions to award assistantships rest with the relevant Department Chair, contingent upon final approval by the Dean or her/his designee.

By April 15 or December 1 of each semester, Principal Investigators will notify each graduate student holding an assistantship, in writing, their expectations regarding whether or not they will be offered assistantships the following semester.

***Graduate School guidelines regarding assistantships can be found at***  
***[http://www.umass.edu/gradschool/assistantship/Student%20important info.htm](http://www.umass.edu/gradschool/assistantship/Student%20important%20info.htm)***