College of Education
Graduate Assistantships Appointment and Reappointment
Policies and Procedures

The College 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 College 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
- A maximum of six credits of incompletes
- Relevant experience
- Previous performance
- Available funding
- Number of semesters/years of assistantship already awarded

Departments and Principal Investigators, with Department Chair approval, will post available assistantships, listing duties, qualifications, and application instructions in the Beacon, the College's weekly newsletter, available at http://www.umass.edu/education/news/beacon. 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 College 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 for Academic Affairs and/or Department Chairs will forward material to the appropriate Concentration Coordinator(s) or supervisor, for her/his review and consideration.

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Suggested timeline for submitting application materials:

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

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 for Academic Affairs.

The Academic Affairs Office will periodically post assistantship application instructions in the Beacon.

Instructions for seeking assistantships will be included in acceptance letters to incoming graduate students.

Appointment and Reappointment - Assistantships Funded by the College 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 for Academic Affairs according to the schedule established by the Dean’s office. Decisions to award assistantships rest with the relevant Department Chair or the Associate Dean for Academic Affairs, 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. No more than four years/eight semesters of assistantships, funded by the College of Education (includes all fund sources except external funds), will be awarded to an individual student.

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.

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