Allocation of Graduate Assistants

In the

School of Interdisciplinary Informatics

The Graduate Program Committee (GPC) is tasked with decisions regarding the allocation of funded Graduate Assistants (GAs) – those that are not tied to a specific grant but are provided by external funding. The GPC utilizes the following procedure for the decision:

1. Any student who wants to apply for a GA position should directly contact the faculty member he/she wishes to work with. The student and the faculty member can jointly map out a research topic or other academic activities.
2. The faculty member writes a GA request to the GPC. The request need not mention any specific student but can be a simple request for *an* assistant; no preference is given either way. The request:
   1. Is limited to one page in length.
   2. Outlines the specific research area or academic activities that the GA will be working on.
   3. Lists expected outcomes such as journal papers or targeted conferences for dissemination of the results.
3. The GPC receives all such requests prior to the starting day for the semester[[1]](#footnote-1).
4. The GPC makes the decisions for GAs prior to the ending of the first week of classes. The GPC:
   1. Examines each request.
   2. Discusses the research topic and goals, as well as any other factors deemed important by the committee.
   3. In no case shall a GPC member be allowed to participate in the discussion of his/her own proposal other than to answer questions. Also a GPC member cannot vote on a proposal that they are involved in.
5. The committee informs each faculty member with respect to each proposal, and in the case where a GA is given, the faculty member works with the student and the dean’s office to set up payroll.

With the limited nature of available of GA positions, and expected large demand, the GPC may be forced to make recommendations to share a GA between faculty with related research focus.

1. In the case of Fall semester 2013 there may be flexibility in these dates since the procedure was not yet in place. [↑](#footnote-ref-1)