



# Cleveland State University

*College of Graduate Studies*

## **Selection of Tuition Grant & Graduate Assistantship Recipients**

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### **I. INTRODUCTION**

Graduate Council requested the College of Graduate Studies to draft Guidelines for Selection of Graduate Assistantship (GA) Recipients. Per the request of Graduate Council, we reached out to the various Colleges and Programs through their Associate Deans, and asked for their current procedures for awarding GAs to otherwise eligible graduate students. This memorandum was informed by and is based upon the best practices currently in place at the University.

The College of Graduate Studies has already issued its Student Funding Guidelines, which set the minimum standards for graduate student eligibility for GAs. However, the question of which graduate students are eligible for GAs is separate from the question of how a College or Program selects its GA recipients out of a pool of otherwise eligible graduate students. In this memorandum, the College of Graduate Studies issues its Guidelines for the Selection of GA Recipients. A College or Program is free to impose more stringent or detailed standards on its selection process.

## **II. GUIDELINES FOR SELECTION OF GA RECIPIENTS**

The selection of GA recipients should be conducted through a merit-based process that reflects the needs of your unit. To ensure fairness, your unit must (i) require PUBLICATION of GA opportunities, (ii) require APPLICATION submission, (iii) weigh appropriate SELECTION CRITERIA, and (iv) maintain an impartial SELECTION PROCESS.

### **A. Publication**

Publication of GA opportunities is required. Opportunities must be published in a way that is reasonably calculated to reach eligible graduate students and promote equal access to support. Publication may include announcement via:

- E-mail
- Web Page
- Graduate Catalog
- Admissions or Application Materials

### **B. Application**

An application for GA opportunities is required. Your unit must require an application from current graduate students for GAs. Your unit may require a separate application for incoming graduate students, or it may choose to utilize the application for admission for awarding GAs to those students. Lastly, your unit may choose to exempt returning GA recipients from the application requirement to consider them for the same award or position. An application may include:

- Resume or Curriculum Vitae
- Transcripts
- Letters of Recommendation
- Personal & Other Essays
- Cover Letter
- Writing Sample
- Overall GPA or GPA in Specified Coursework, such as Economics or Computer Science
- Standardized Test Scores
- In Person or Telephonic Interview

### **C. Selection Criteria**

Appropriate selection criteria match eligible graduate students with programmatic needs. The selection of GA recipients should be conditioned on merit as well as the teaching, research and other needs of your unit. Appropriate selection criteria may include:

- Overall Strength of Application
- Performance in Previous Coursework
- Performance on Standardized Tests
- All Interactions with Faculty, Staff & Students
- Education Level (e.g., previous Master's Degree)
- Home College & Program (You may preference your own Program)
- Special Skills of Applicant
- Teaching Experience & Ability
- Interest in Teaching
- Personal Area(s) of Interest for Teaching & Research
- Career Goals
- Needs of the Program
- Current or Potential Fit or Working Relationship with Direct Supervisor, Faculty, Staff & Students

### **D. Selection Process**

A fair selection process applies uniformly to all applicants and guarantees the involvement of more than one decision-maker. All applicants should be treated equally and no one person should select a GA recipient on their own. Safeguards to ensure a fair and objective selection process may include:

- GA Selection Committee(s)
- GA Reviewer(s)
- Maintaining a Written & Publicly Available Copy of Your Program-Specific Guidelines for Selection of GA Recipients