
LONG ISLAND UNIVERSITY - BROOKLYN CAMPUS

SCHOOL OF BUSINESS, PUBLIC ADMINISTRATION AND INFORMATION SCIENCES

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1.0 GRADUATE ASSISTANT SELECTION PROCESS AND PROPOSAL REVIEW CRITERIA

Each year the School of Business awards approximately 20 Graduate Assistantships to qualified students enrolled in one of the graduate programs at the University. A Graduate Assistant works under the supervision and tutelage of a full-time faculty member or administrator, and provides assistance and support in research, teaching, classroom administration, course development, conference planning and other special projects.

Requirements for the position include enrollment in a graduate program at LIU, a minimum 3.25 cumulative grade point average, flexible work schedule with ability to work days, excellent communication and research skills, proficiency in the use of all Microsoft programs, and any additional skills and competencies as identified in specific faculty/staff proposals. A student is eligible for a Graduate Assistantship to support the completion of one graduate program in the School of Business. Students seeking a second graduate degree are not eligible for an assistantship.

All fulltime faculty, Department Chairs, Deans and Program Directors are eligible to submit proposals for consideration by the School's Selection Committee. The Selection Committee consists of the Dean, Associate Dean , Department Chairs and the MPA Program Director.

The Criteria used to evaluate proposals are listed below in rank order of importance:

1. Proposals that request assistance to support research projects to be conducted by faculty in preparation of a paper (journal article, chapter, book, monograph, etc.) for publication. Research projects include the administration of grants. Priority will be given to faculty interested in strengthening their publication record.
2. Proposals that request assistance to support teaching and course administration of large undergraduate classes defined as 30 or more students. The assignment should benefit a Graduate Assistant's academic experience, and not be used for grading assignments. The evaluation of a student's academic performance is the sole responsibility of the instructor, therefore, the use of Graduate Assistants to grade assignments is inappropriate and is strongly discouraged.
3. Proposals that request assistance to support the administrative activities of the School of Business, including advising, tutoring, lab support, student surveys, retention studies, publications, etc.

Additional Guidelines and Requirements:

1. Faculty members awarded a Grad Assistant for research support will be required to submit a written summary (abstract) of the research project to the Selection Committee at the end of the academic year in which the GA was awarded. Proposals requesting the continuation of research support will not be considered without the submission of the abstract.
2. Preference will be given to faculty/staff who were not awarded a Graduate Assistant in the prior year. The goal is to provide for a rotation among faculty when the number of requests exceeds the availability of assistantships.
3. Adjunct faculty and faculty emeriti are not eligible for awards. Assistantships will not be assigned to specific departments. Full-time faculty members on release time may be awarded an assistantship at the discretion of the Selection Committee to support an important research project.
4. Preference will be given to faculty/staff who submit proposals for specific projects that will benefit a Graduate Assistant's academic career, research interest or employment.
5. The average Graduate Assistant award will be 10 hours a week. The Selection committee may on occasion grant an assistantship for 15 hours a week.
6. The Selection Committee is chaired by the Associate Dean who assumes responsibility for coordinating the selection process and administering the program.