



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521 A

Philippines

Office of the Board Secretary

EXCERPTS OF APPROVED MINUTES OF THE
6th LSU Board of Regents Meeting
11 September 2002 * LNU, Tacloban City

PROPOSED REVISION ON THE GUIDELINES
ON GRADUATE ASSISTANSHIP PROGRAM

BOR Resolution No. 78, s. 2002

Approving the proposed revision of the guidelines on
Graduate Assistantship Program as modified PROVIDED
THAT the Graduate Assistantship Program be reviewed after
a year of implementation.


*The Board opined that the University should just be silent on the sourcing of funds for the
Graduate Assistantships.*

BOARD ACTION: APPROVED

Date : 11 September 2002

ATTACHMENT: I

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

Cc: OVPAA - *rules*
Graduate School - *man*
CIMDO - *11/18*
ODAE

CORRECTIONS ON THE PROPOSED REVISION OF THE GUIDELINES ON GRADUATE ASSISTANTSHIP PROGRAM

Page 2

IV. QUALIFICATION REQUIREMENT

A...

B...

- C. Graduate teaching applicants must pass a competitive selection process to be conducted first by an evaluation committee of the department/unit concerned then reviewed by the respective college and finally by the University Student Scholarship Committee (USSC) based on the following criteria...

Page 3

V. APPOINTMENT OF GRADUATE ASSISTANTSHIP

A...

B...

- C. Renewal of appointment

1...

2...

3. Must have maintained a weighted average grade of "2" and "1.75", or better for every term if pursuing M. S. or Ph. D. degree, respectively. In the event that the graduate assistant gets a final grade of "5", he/she is automatically terminated. In no case shall the assistant have incomplete grades in two courses per term or one incomplete grade per term in two consecutive terms; otherwise, his/her assistantship will be suspended.

Underscored phrases have been added/inserted.



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521
Philippines

Office of the President

11 September 2002

The Honorable Chairman and
Members of the LSU Board of Regents

Ladies/Gentlemen:

I am hereby endorsing the "Proposed Revision on the Guidelines on Graduate Assistantship Program". This proposal has been deliberated and approved by the LSU Administrative Council.

I am, therefore, recommending the same **FOR APPROVAL** by the Board of Regents.

Very truly yours,

PACIENCIA P. MILAN
President

BOARD ACTION: _____
DATE : 11 September 2002

PROPOSED REVISION OF THE GUIDELINES ON GRADUATE ASSISTANTSHIP PROGRAM

Existing

I. NATURE OF ASSISTANTSHIP

- A. Teaching Assistantship – entails classroom and/or laboratory instruction for 20 hours per week
- B. Research Assistantship - entails research and related services and performance of other non-teaching duties for 20 hours per week.

II. PRIVILEGES

A. Stipend:

- 1. P 2, 000.00 per month (MS/MA)
- 2. P 2,000.00 per month (Ph.D./Ed.D.)

- B. Free tuition and comprehensive fees
- C. Thesis support not to exceed P 10,000 (subject to usual accounting and auditing regulations).
- D. Maximum load of nine (9) units per semester.

III. PROCEDURE FOR HIRING

- A. Each department offering a graduate degree program is allowed to hire a graduate assistant (s)
- B. To give equal opportunity to all graduate students, the departments concerned should inform the graduate School of the availability of graduate assistantship slot in their respective units, effectivity and duration, and other qualifications (if any) in addition to the basic requirements for graduate assistantships, at least five (5) months prior to the start of the assistantship.
- C. The ViSCA Graduate School shall consolidate all information on available graduate assistantship and issue periodic announcements.

Proposed

I. NATURE OF ASSISTANTSHIP

- A. Teaching Assistantship – entails classroom and/or laboratory instruction and related activities for 20 hours per week. **It is a university-funded assistantship.**
- B. Research Assistantship – entails research and related services and performance of other non-teaching duties for 20 hours per week. **It is a project-funded assistantship.**

II. PRIVILEGES

A. Stipend: P 4,000.00 (Master's and doctoral students)

B. Free tuition.

C. Thesis/Dissertation support not to exceed P10,000.00 (subject to usual accounting and auditing regulations).

D. Maximum load of nine (9) units per semester and **three (3) units during summer, except for graduating graduate assistants.**

III. PROCEDURE FOR HIRING

- A. **Limited slots are available for university-funded teaching assistantship. Thus, grants will be competitive in nature with one nominee coming from each department offering graduate program and in need of teaching assistant.**
- B. **The departments concerned should inform the graduate school of the availability of graduate research assistantship slot in their respective units, effectivity and duration, and other qualifications (if any), at least one (1) month prior to the start of the assistantship.**
- C. **The Graduate School shall consolidate all information on available graduate assistantship and issue periodic announcement.**

IV. QUALIFICATION REQUIREMENT

- A. Must be admitted as regular student in the graduate school during the term (semester/summer).
- B. Must not be recipient of any scholarship/grants-in-aid.
- C. Must pass a competitive selection process to be conducted by an evaluation committee of the department/unit concerned based on the following factors;
 - 1. teaching ability.
 - 2. research competence and productivity
 - 3. scholarship performance
 - 4. positive evidence of educational interest and marked academic growth.

V. APPOINTMENT OF GRADUATE ASSISTANTSHIP

A. Tenure of Appointment

Appointment for graduate assistantship is made on an annual basis subject to semestral/term evaluation and renewal not to exceed a total of three (3) years at the master's level or five (5) years at the doctoral level. Appointments may be revoked on grounds of unsatisfactory performance.

B. Recommendation for Appointment

The recommendation for appointment of graduate assistants shall originate from the department/center head concerned. It shall be endorsed by the Director of the Graduate School before it is submitted to the Vice-President for Academic Affairs for approval.

IV. QUALIFICATION REQUIREMENT

- A. Must be admitted as regular student in the Graduate School during the term (semester/summer).
- B. Must not be recipient of any scholarship/grants-in-aid.
- C. Graduate teaching applicants must pass a competitive selection process to be conducted **first** by an evaluation committee of the department/unit concerned **then finally by the University Student Scholarship Committee (USSC)** based on the following **criteria**:
 - 1. teaching ability
 - 2. scholarship performance
 - 3. positive evidence of educational interest and marked academic growth.
- D. Graduate research applicants must pass a competitive selection process to be conducted by the leader of the project/study based on:
 - 1. research competence and productivity
 - 2. scholarship performance
 - 3. positive evidence of educational interest and marked academic growth.

V. APPOINTMENT OF GRADUATE ASSISTANTSHIP

A. Tenure of Appointment

Appointment for graduate assistantship is made on an annual basis subject to semestral/term evaluation and renewal not to exceed a total of three (3) years at the master's level or five (5) years at the doctoral level. Appointments may be revoked on grounds of unsatisfactory performance.

B. Recommendation for Appointment

The recommendation for appointment of graduate teaching assistants shall originate from the Department/College concerned. **It shall be endorsed to the USSC for final evaluation. The committee then endorses the successful applicants from the various Colleges/Departments to the Dean of the Graduate School, who in turn recommends them to the LSU President through the Vice President for Academic Affairs.**

In case of project-funded graduate research assistantship, the recommendation for appointment shall originate from the Project/Study Leader. The Department/College concerned shall endorse it to the Dean of the Graduate School, who in turn recommends the applicant to the LSU President through the Vice President for Research and Extension and Vice President for Academic Affairs.

C. Renewal for appointment

The renewal of appointment of graduate assistants shall be considered upon fulfillment of the following conditions:

1. The graduate assistant must have rendered satisfactory service for a total period of 20 hours per week in his assigned work as certified by his immediate supervisor.
2. He has maintained an academic load of at least six (6) graduate units per semester and three (3) during summer except in thesis or dissertation stage.
3. He has maintained a weighted average grade of "2" or better for every term. In the event that the graduate assistant gets a final grade of "5", he is automatically terminated. In no case shall the student have incomplete grades in two courses per term.

D. Submission of duly accomplished application form to the Graduate School and arrangement for a personal interview with the department concerned.

E. Application for graduate assistantship must be supported by the following documents.

1. A letter of admission to the ViSCA Graduate School
2. Original or certified true copy of transcript of scholastic records.
3. A copy of grades in courses during the previous term(s) duly certified by the College Registrar if the applicant is a continuing graduate student.
4. Certification of employment, whenever necessary.
5. Curriculum vitae (To include the following: (a) list of relevant experience (for teaching: school, subject(s) taught, inclusive dates; for research: title of study, nature of involvement, inclusive date(s). (b) honors/awards (c) list of publication, (d) graduate units related to job, and (e) services

VI. DEADLINE FOR SUBMISSION OF APPLICATION

All applicants for graduate assistantship should submit their application at least one (1) month before enrollment.

VII. EFFECTIVITY OF WORK

Effectivity of work shall be based on the date of approval of application by the Office of the Graduate school (OGS).

C. Renewal for appointment

The renewal of appointment of graduate assistants shall be considered upon fulfillment of the following conditions:

1. Must have rendered satisfactory service for a total period of 20 hours per week in his assigned work as certified by his immediate supervisor.
2. Has maintained an academic load of at least six (6) graduate units per semester and three (3) during summer except in thesis or dissertation stage.
3. **Must have maintained a weighted average grade of "2" and "1.75", or better for every term if pursuing M. S. or Ph. D. degree, respectively. In the event that the graduate assistant gets a final grade of "5", he is automatically terminated. In no case shall the student have incomplete grades in two courses per term or one incomplete grade per term in two consecutive terms.**

D. Submission of duly accomplished application form to the department concerned

E. Application for graduate assistantship must be supported by the following documents.

1. A letter of admission to the LSU Graduate School
2. Original or certified true copy of transcript of scholastic records.
3. A copy of grades in courses during the previous term(s) duly certified by the **University Registrar** if the applicant is a continuing graduate student.
4. Certification of employment, whenever necessary.
5. Curriculum vitae (To include the following: (a) list of relevant experience (for teaching: school, subject(s) taught, inclusive dates; for research: title of study, nature of involvement, inclusive date(s). (b) honors/awards (c) list of publication, (d) graduate units related to job, and (e) services

VI. DEADLINE FOR SUBMISSION OF APPLICATION

All applicants for graduate assistantship should submit their application at least one (1) month before enrollment.

VII. EFFECTIVITY OF WORK

Effectivity of work shall be based on the date of approval of application by the Graduate School.

VIII. WORK ASSIGNMENT

- A. The graduate assistant may be assigned to perform tasks related to instructional, research and extension programs of college.
- B. The department/unit head shall define in writing the job assignment and work schedule of the graduate in consultation with the graduate assistant's immediate supervisor.
- C. The work assignment of the graduate student assistant should not substantially deviate from the approved job description.

IX. SUBMISSION OF DAILY TIME RECORDS AND PAYROLLS

All graduate assistants should submit their Daily Time Records (DTR's) to the department concerned within one week after the end of the month to facilitate preparation of payrolls which will be submitted in turn to the OGS for notation

X. VIOLATIONS AND PENALTY

- A. Any violation of the above guidelines and/or falsification of work documents may mean cancellation of assistantship.
- B. A grantee with a failing grade shall automatically be prohibited from continuing his/her assistantship. However, one with an incomplete grade may be allowed to work depending on the nature of the deficiency as certified by the professor concerned. Certification from the professor concerned shall be submitted to the Office of the Graduate School at least one week before enrolment.

VIII. WORK ASSIGNMENT

- A. The graduate assistant may be assigned to perform tasks related to instruction, research and extension programs of college.
- B. The department/unit head shall define in writing the job assignment and work schedule of the graduate student assistant in consultation with the graduate assistant's immediate supervisor.
- C. The work assignment of the graduate student assistant should not substantially deviate from the approved job description.

IX. SUBMISSION OF DAILY TIME RECORDS AND PAYROLLS

All graduate assistants should submit their **approved Daily Time Records (DTR's) and accomplishment report to the Graduate School within one week after the end of the month to facilitate preparation of payrolls.**

X. VIOLATIONS AND PENALTY

- A. Any violation of the above guidelines and/or falsification of work documents may mean cancellation of assistantship.
- B. A grantee with a failing grade shall automatically be prohibited from continuing his/her assistantship. However, one with an incomplete grade may be allowed to work depending on the nature of the deficiency as certified by the professor concerned. Certification from the professor concerned shall be submitted to the Graduate School at least one week before enrolment.