

MORAVIAN UNIVERSITY

Graduate Teaching/Research Assistantships Policy & Procedures (Doctor of Education Degree Program)

I. PURPOSE

This policy and procedures outline Graduate Teaching/Research Assistant (GTRA) positions in the Doctor of Education (Ed.D.) program at Moravian University. GTRAs in the Ed.D. program are a strategic response to the challenges of maintaining program quality, sustainability and accessibility in a competitive academic landscape. They represent a commitment to educational equity and excellence ensuring that the program remains a standard-bearer of opportunity and innovation in the field.

GTRAs in the Ed.D. program play an important role that extends beyond traditional student expectations. The work of GTRAs is designed to:

- Facilitate the exchange of knowledge and expertise by allowing current students to leverage their unique skills in ways that complement the program's outcomes.
- Ensure the program's sustainability by building the capacity of current students to lead components of the program.
- Collaborate with the Program Director and faculty to study and research the design and implementation of this innovative Ed.D. program over the course of 26 months.
- Innovate staffing strategies within the academic setting, contributing to a transformative model that may be considered in other University programs.
- Enhance the Ed.D. program's capacity to serve as a conduit for academic excellence and diversity. By providing tuition remission, the initiative makes the Ed.D. program accessible to a broader range of students, particularly those from underrepresented backgrounds or those facing financial barriers. This approach not only diversifies the student population but also enriches the educational experience for all participants by introducing a wider array of perspectives and insights.

II. DEFINITIONS

A. Graduate Teaching/Research Assistant. An Ed.D. student is employed to assist faculty or staff members with teaching and research functions within the Education Department.

III. POLICY

A. Graduate Teaching/Research Assistant.

1. **Eligibility.** To be considered for a GTRA position in the Ed.D. program, a student must meet the following eligibility requirements:
 - a. Accepted into the Ed.D. program.
 - b. Possess the necessary mindsets and skillsets aligned with the Ed.D. program's theory of transformation and theory of action as outlined in program documents..

- c. Be in good academic standing. This requirement aligns with the Moravian University graduate tuition remission policy and is tracked by the Office of the Provost.
 - d. Maintain continuous enrollment in the planned course sequence as outlined in program documents. Failure to maintain enrollment will nullify the GTRA agreement between the University and the student.
- 2. Compensation.**
- a. **Tuition.** With written approval by the President's Cabinet, GTRAs in the Ed.D. program may be provided with waived tuition for up to 18 credits per academic year.
 - b. **Wages.** GTRAs will receive no monetary compensation. As per the IRS tax code, tuition remission is excluded from income for graduate students with research and/or teaching responsibilities. GTRAs will have no tax obligation on tuition remission.
- 3. Work Schedule.** GTRAs in the Ed.D. program will work under the direction and supervision of the Program Director who will develop a schedule for planning and co-teaching each term. GTRAs will not be expected to work more than 10 hours per week.

IV. PROCEDURES FOR SUPERVISORS

A. Graduate Teaching/Research Assistant .

1. **Job Description.** The Program Director has developed a job description that details the responsibilities for the position. The job description is available [at this link](#).
2. **Tuition waiver approval.** The tuition expense may be waived at the Program level with written approval by the President's Cabinet. Revenue from expense-waived students will not be included in Enrollment - Finance reporting.
3. **Candidate Identification Process** The Program Director will review application materials from current students to determine alignment with program theory of transformation and theory of action. After review, a list of potential candidates for GTRA positions will be generated.
4. **Offering a position.** The Program Director will share the job description with each candidate to determine interest. If interested, the candidate will interview with the Program Director. No more than two (2) GTRAs will be selected per cohort. The Program Director will make the decision on GTRA offers. The Program Director and the selected candidate will work with Human Resources to facilitate a smooth onboarding process including an offer letter.
5. **Workload.** The Program Director will be responsible for ensuring GTRAs do not work more than the weekly maximum and are required to keep a record of the number of hours worked. Exceptions to this may be entertained by the President's Cabinet or their appropriate designee.
6. **Evaluation.** GTRAs will be evaluated on at least a quarterly basis and be based on the performance of duties specified in offer letters and hiring forms. Failure to perform to expectations may be grounds for termination of the GTRA.

Approved: