To Prospective Applicants:

Along with the attached application and appended evaluation forms, you should have received a copy of the Department’s policy statement on Graduate Assistants and Assistantships. Please read that statement carefully so that we may be certain you understand the mutual obligations of graduate assistants and the Department. If by some error you have not received the statement with this application, please write or email immediately to the Department and request it. This is important! Application for and acceptance of an assistantship constitutes acceptance of the terms and conditions of service specified in the policy statement.

In considering your application for an assistantship, please note the following points:

1. To qualify for an assistantship you must have a satisfactory scholastic record, adequate preparation in history, and demonstrated ability to communicate effectively in the English language.

2. You should submit your application as soon as possible but in no event later than the deadline specified. Applications received after the deadline may not be considered. Mail your application to Graduate Chair, Department of History, University of Hawai‘i, 2530 Dole Street, Sakamaki Hall A-203, Honolulu, Hawaii, 96822.

3. All graduate assistants must be enrolled in a regular degree program in the Department of History. To be admitted to such a program, you must apply for admission to Graduate Division of the University and be admitted as a classified student. An application for admission form, including instructions for completing it, is included in this packet of materials. The final decision on all graduate admissions lies with Graduate Division, not with the Department of History.

4. The three evaluation forms attached to the application for a graduate assistantship should be filled out by professors under whom you have studied and preferably in the area of history for which you are applying to study. It is your responsibility to ensure that the referees submit the evaluations.

5. In accordance with Public Law 93-380, The Family Educational Rights and Privacy Act of 1974, these evaluations will be open to your inspection unless you specifically waive your right of review by signing the waiver on the recommendation form.

6. Members of the Association of Graduate Schools in the Association of American Universities, the members of the Council on Graduate Work in the American Association
of Land-Grant Colleges and State Universities, and the University of Hawai‘i, as a member of the Graduate Schools of North America, have joined in approving the following resolution:

“In every case in which a graduate assistantship, scholarship, or fellowship for the next academic year is offered to an actual or prospective graduate student, the student if he indicates his acceptance before April 15, will have complete freedom through April 15 to submit in writing a resignation of his appointment to accept another graduate assistantship, scholarship, or fellowship. However, an acceptance given or left in force after April 15 commits him not to accept another appointment without first obtaining formal release for the purpose.”

7. Failure to carry out properly the assigned responsibilities of the Graduate Assistantship as outlined in Section 5 and 6 of the accompanying Policy Statement shall constitute grounds for proceedings leading to dismissal.
This document defines the Department Chair’s delegation of responsibilities for administering the graduate program in matters pertaining to graduate assistants and assistantships. It also sets forth Departmental policies, procedures, and regulations concerning graduate assistants and assistantships. The provisions contained herein define the processes of application, selection, and appointment for graduate assistantships; the duties and responsibilities of graduate assistants; the supervision and evaluation of graduate assistants; and the procedures for reappointment and denying reappointment to graduate assistants. The Department Chair delegates to the Graduate Chair administrative responsibility for the procedures outlined herein.

The provisions of this document constitute Departmental policy and may be waived only in specific cases in which extenuating circumstances justify a waiver in the interest of the Department, equity, or due process for a graduate assistant. A graduate assistant or a supervising faculty member may request such a waiver by petitioning the Graduate Chair. The Graduate Chair will present the petition to the Department Chair, which must approve the waiver. Approval of a waiver in one case does not set a binding precedent for subsequent cases. In applying for and accepting an assistantship in the Department, an applicant agrees to the terms and conditions of service specified herein.

**Application for Graduate Assistantships:** The Graduate Chair will send application forms for a graduate assistantship, including instructions for their completion, to all prospective students who inquire about the graduate program. The Department must receive completed application forms from prospective students no later than 15 December for appointments beginning in the subsequent fall semester. For continuing students seeking to fill vacancies in the spring, 1 October is the deadline for applications. Incomplete or later applications may not be considered. Applications must be supported by three letters of recommendation, along with the proper recommendation forms, attesting to the applicant’s academic abilities and achievements. The letters must be sent directly to the Graduate Chair by referees selected by the applicant. Because all graduate assistants must be enrolled as classified students in a regular degree program, the Department must also have a completed application for admission to the graduate program in history, submitted to Graduate Division and the Department of History, so as to permit evaluation of the applicant’s academic achievement and potential at the same time the Department considers the applicant for a graduate assistantship. To be complete, applications for admission must include copies of the applicant’s academic transcripts; a writing sample that preferably reflects the applicant’s abilities to research and write in the area of study for which the applicant is applying; an official copy of the applicant’s scores on the Graduate Record Examination (GRE) submitted directly from the Educational Testing Service; and, for applicants whose native language is not English and whose Bachelor’s or Master’s degree is not from an American university, TOEFL.
scores sent directly from the Educational Testing Service. Applicants for graduate assistantships who are already enrolled as classified students in the Department need only to complete and submit the **Graduate Assistantship Application** form. In evaluating the latter applicants, the Department may consider materials the applicant submitted in applying for admission to the Department as well as recommendations from faculty members whose courses and/or seminars the applicant has completed since admission.

**Evaluation of Applicants:** The Department Chair delegates to faculty members the evaluation of applications for graduate assistantships and the selection of graduate assistants. The Graduate Chair shall solicit the advice and recommendations of all members of the Department concerning applicants and applications for assistantships by forming faculty groups within the Department’s areas of history. These groups will meet and evaluate applicants for graduate assistantships according to the following criteria:

a. presumed potential for success as a graduate student as demonstrated in the application file;

b. presumed ability to communicate effectively in the English language as demonstrated in the application file or as otherwise known to the Department;

c. Departmental needs to maintain balance in its fields of study in the graduate program;

d. experience as a teacher; and

e. relevant provisions of the equal employment opportunity laws and affirmative action policies of the University.

In their group proceedings, the faculty shall endeavor to reach a consensus on applicants to fill the vacant positions and applicants to constitute a list of alternates. The faculty shall also indicate the rank order of the choices. When no consensus emerges, the faculty shall vote, with each voting member ranking applicants according to his or her preference, and the results of such voting shall determine the rank order in which the Graduate Chair will offer positions to applicants. When the list of applicants is thus ranked, the faculty may, at their discretion, discuss the overall rankings and alter them by majority vote.

**Awarding Graduate Assistantships:** Based on faculty recommendations the Graduate Chair will fill all assistantship vacancies for the upcoming academic year or semester and maintains a list of alternates, ranked in the order in which the Graduate Chair will offer assistantships in the case that vacancies occur. All selections, alternate selections, and rejections are final, subject only to review by the Department Chair consistent with the Chair’s responsibility to the Dean of Graduate Division for administering the graduate program in the Department. **The Graduate Chair normally informs all applicants of the Department’s decisions on their applications by 1 April for the upcoming fall semester and by 31 October for the upcoming spring semester.** The Graduate Chair
will forward the names of applicants selected to be assistants via the Dean of Graduate Division to the Dean of the College of Arts and Humanities, who will make the official announcement of awards. Awards are normally for one year beginning in the fall semester. The Graduate Chair will make awards beginning in the spring semester only to fill vacancies or new positions.

**Compensation for Graduate Assistants:** Assistantship includes annual stipends as stipulated in the University budget. The current stipend for all first year assistants is $18,204.00. After the first year of satisfactory service, assistants continuing in the M.A. and Ph.D. programs may receive a stipend increase, *subject to availability of funding*. In addition to the stipend, assistantships include waivers of all University tuition fees, though graduate assistants must pay student activity fees. All stipends are subject to state and federal withholding taxes, so the net income of assistants varies according to the number of exemptions claimed. Each stipend is paid in 24 installments over twelve months for nine-month appointments, beginning September 5, provided the University has processed the necessary personnel forms. Normally, this processing requires four to six weeks from the time the Department receives completed forms from the awardee.

**Departmental Responsibilities of Graduate Assistants:** The Department Chair delegates to the Graduate Chair the assignment of duties to graduate assistants in accordance with the needs and demands of that Program. The Department calculates the duties of teaching assistants to constitute a weekly workload of fewer than twenty hours except during examination periods. During those periods, the actual workload may exceed twenty hours for the week, but in no case will the workload during the academic year average more than twenty hours a week. The duties commence and end on the “duty days” specified in the University calendar. Normally, “duty days” begin a week prior to the beginning of instruction, and graduate assistants must be available during that week. At that time, new teaching assistants must attend orientation programs offered by Graduate Division and the Center for Teaching Excellence. All new and continuing assistants must also attend orientation programs as scheduled by the Graduate Chair with the assistance from the administrative staff. The various teaching responsibilities of graduate assistant are listed below.

**A. Teaching in the World History Program:** The duties of most graduate assistants involve aiding faculty instructors in the World History Program. The Program consists of administering and teaching History 151 and History 152, which are major courses fulfilling the University’s “Foundations” requirement for undergraduate students in “Global and Multicultural Perspectives.” The duties of full time assistants (.50 FTE) assigned to the Program vary somewhat from one faculty member to another, but typically include the following:

1. Attending the twice-weekly lectures of supervisory faculty;

2. Meeting weekly with three sections (or labs) of between 15 and 22 students each to present information on select world societies, to review and discuss instructor lectures, the textbook, supplemental readings, and other materials assigned to students
(generally, each assistant is responsible for overseeing the work of approximately 45 to 66 students);

3. Holding regular office hours to advise and counsel students in the three discussion sections mentioned above, for which purpose the Department provides offices for assistants, whose office hours must be sufficient in number (at least three per week) and held at times convenient to meet the needs of their students;

4. Reading and grading papers and examinations, calculating course grades for students, and providing breakdowns of the grade distributions of students; and

5. Accomplishing other instructional tasks as faculty supervisors require, including meeting regularly with faculty supervisors; permitting faculty supervisors to visit discussion sections; assisting faculty supervisors with audio-visual materials and other teaching aids; monitoring examinations; and occasionally preparing and delivering an appropriate lecture to the faculty supervisor’s History 151 or 152 class. In order to facilitate regular meetings with faculty supervisors, graduate assistants will enroll in a one-credit “pedagogy” course (History 790) with their faculty supervisors and will meet with them once per week.

B. Non-Teaching Assignments: As the needs and demands of the World History Program permit, the Graduate Chair may assign graduate assistants to duties outside the Program. Depending on the duties assigned, such assistants may grade papers and counsel students for faculty members teaching upper or lower division courses with large enrollments or serve as research assistants to faculty members.

C. Sen Chair Assistant: The Department has one graduate assistantship funded by the Soshitsu Sen Chair in Traditional Japanese Culture and History. The Graduate Chair shall fill this assistantship in consultation with the holder of the Sen Chair, and shall assign duties to this assistant in consultation with the holder of the Chair.

Academic Responsibilities of Graduate Assistants: The Department expects graduate assistants to carry a normal course load, which for graduate assistants is six to nine credit hours of course work, including a graduate seminar. With the prior consent of the Graduate Chair, a graduate assistant may take more than nine credit hours of course work if doing so will not interfere with the assistant’s responsibilities to the Department as outlined herein. The Department also expects graduate assistants to maintain a high level of academic achievement, measured as maintaining at least a 3.5 grade point average in courses and seminars constituting their programs of study. In addition, the Department expects graduate assistants to make reasonable, normal progress toward the degree for which they are enrolled. Such progress varies from field to field because of differing degree requirements, but no student may be a graduate assistant for more than two years in the M.A. program or for more than the length of time (if shorter) required to complete the degree program. For students in the Ph.D. program, reasonable, normal progress toward the degree is more difficult to define. The Department considers two years as generally adequate for preparation for the Ph.D. comprehensive examinations, though it
recognizes that extended language study, especially in Asian history, may delay the examinations for a year. Ph.D. students are therefore eligible to serve as graduate assistants for a maximum of three years. Assistants should keep these eligibility limitations in mind when planning their programs of study. The Department and the University have limited funds available for extended travel for dissertation research, and students should expect to seek outside funding to finance such travel. The Graduate Chair will assist students in their efforts to secure such funding. Students who have financed their dissertation research through extra-mural funding and who have not exhausted their eligibility for a graduate assistantship may expect a sympathetic consideration of their re-application for an assistantship, subject to the availability of funding.

**Evaluation of Graduate Assistants:** Graduate assistants with teaching duties shall arrange for student evaluations of their teaching at the end of each semester of their duty and more frequently at the discretion of the faculty supervisor. To do this, they will have each of their students complete a *Teaching Assistant Evaluation* form supplied by the Department, as well as any other evaluation forms mandated by either Graduate Division or the Department. The Graduate Chair, with assistance from the administrative staff, will oversee the collection of all completed evaluation forms, and will route them first to supervising faculty members who will use them to counsel their assistants concerning their teaching performance. Supervising faculty members shall also complete a *Graduate Assistant Evaluation* form for each graduate assistant they supervise at the end of each semester of supervision, and this evaluation includes faculty members’ reports on their visits to graduate assistants’ labs. Supervisors of graduate assistants whose duties are outside the World History Program will also complete this process of graduate assistant evaluation. The completed *Graduate Assistant Evaluation* form shall become part of the assistant’s student files in the office of the Graduate Chair, and the faculty shall review these forms when considering the assistants’ reappointment requests. When the *Graduate Assistant Evaluation* forms have been submitted to the Graduate Chair for inclusion in the graduate assistants’ files, supervisory faculty will return student evaluations to the graduate assistants, who will keep them for their records and for possible inclusion in future applications for teaching positions. Graduate assistants may also review the *Graduate Assistant Evaluation* forms in their student files.

**Reappointment of Graduate Assistants:** The Department awards graduate assistantships for a maximum of one year at a time. At the appropriate time, the Graduate Chair, with assistance with the administrative staff, will remind eligible assistants of the need to request reappointment to their assistantship. The Graduate Chair will submit the reappointment requests to the faculty when they evaluate new assistantship applications. The faculty will act upon all requests for reappointment before considering applications for new appointments.

**Evaluation of Requests for Reappointment:** The faculty will reject all requests for reappointment from assistants whose eligibility, as described herein, has expired. The faculty will evaluate all other requests for reappointment according to the following criteria:
a. the applicant’s performance as a graduate assistant as evidenced in his or her record of fulfilling the duties and responsibilities described in this document, in favorable recommendations from faculty supervisors, and in positive student evaluations;

b. the applicant’s progress toward the degree as demonstrated in holding the preliminary conference (required in the second semester of residence), in completing necessary course work (including removal of all incomplete grades by the effective date of the reappointment, 1 August for reappointment in the Fall semester, and 1 January for reappointment in the Spring semester), and demonstrating progress toward meeting language requirements;

c. the needs of the Department in meeting its instructional and research commitments; and

d. the availability of funding.

**Announcement of Reappointments:** All reappointment decisions are provisional pending the assistant’s satisfactory completion of course work in progress at the time of the reappointment decision and are contingent upon the availability of funding. In the absence of any objection from the Department Chair, the Graduate Chair will forward the names of the Department’s selections for reappointment via the Dean of Graduate Division to the Dean of the College of Arts and Humanities, who will make the official announcement of all reappointments.

**Denial of Reappointment:** When the Department denies an application for reappointment for reasons other than the loss of eligibility, the Graduate Chair will state the reasons for the denial in a letter to the applicant denied reappointment. If the applicant then requests it, the Department Chair and the Graduate Chair will explain to the applicant in person the reasons for the denial. The assistant denied reappointment may petition the Graduate Chair to have the Department reconsider the denial, and the Department may do so at its discretion.

**Further Information:** The Graduate Chair may also be contacted by email or telephone at ghistofc@hawaii.edu or 808-956-8358. Also available is the Department of History’s pamphlet on the World History Program and History 151 and 152, currently titled *Course Parameters and Guidelines for Faculty and Teaching Assistants.*