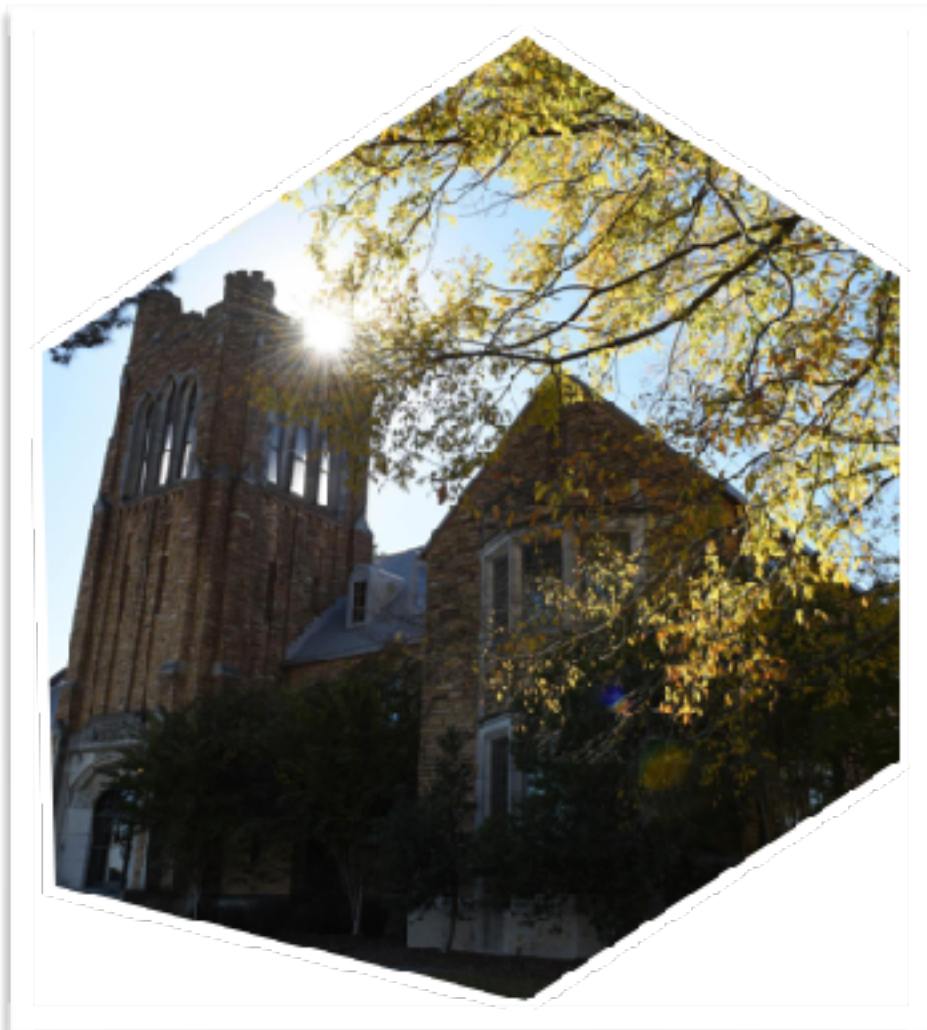




# **The University of Arkansas at Monticello**

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Division of Music



## **Graduate Assistant Handbook**

*Revised Fall 2021*

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## **Philosophy**

Graduate assistantships are designed to support students in their pursuit of advanced degrees within the Division of Music at the University of Arkansas at Monticello. Graduate assistantships at UAM seek to recruit students who desire to continue their study within the Division of Music and elsewhere and perform duties relevant to their degree and future profession.

It is the responsibility of faculty members in the Division of Music at the University of Arkansas at Monticello to: (1) aid appointed graduate assistant in satisfactory progress toward their graduate degrees; (2) ensure graduate assistants perform appropriate services; (aid graduate assistants in developing a professional decorum among their students and peers).

## **Appointment Procedures**

Available graduate assistantships will be posted and updated as needed by February 1st of each academic year. Typically, there are two assistantships associated with the Master of Music in Jazz Studies, one assistantships that functions a the Resident Director of the Music Living and Learning Community which is located in Royer Hall, and one assistantship assigned to the choral area. Student inquiries regarding specific graduate assistantships should be directed to the Director of Graduate Jazz Studies, for the Master of Music assistantships, the Chair of the Division of Music, for the Royer LLC assistantship, or the Director of Choral Activities for the choral assistantship. It is the responsibility of the applicant to pursue possible assistantships through the Division of Music in the School of Arts and Humanities or elsewhere.

The GA appointment process is as follows:

- (1) The applicant must submit a letter of intent, curriculum vitae, and name and contact information for 3 professional references. A list of eligible applicants will be forwarded by the Director of Graduate Jazz Studies or the or the Director of Choral Activities to the Chair of the Division of Music. Some applicants may require additional interviewing and/or review of credentials to evaluate possible selections.
- (2) The applicant must have completed the requirements for the baccalaureate degree prior to enrolling in the first graduate class and have gained admission to the Graduate School at the University of Arkansas at Monticello or elsewhere.
- (3) The applicant must sign a contract which outlines the duration of the graduate assistantship, the stipend amount, hours associated with the assistantship, and a description of job duties. The GA will be advised by the Director of Graduate Jazz Studies, the Director of Choral Activities, and/or Chair of the Division of Music on additional paper work that is needed prior to appointment.
- (4) Additional orientation meetings may be required by UAM, the Graduate School, or the Division of Music.

### **Graduate Assistant Roles and Expectations**

Applicants selected to hold a graduate assistantship will work within the Division of Music. Each semester, their role will be determined by the Chair of the Division of Music and the appropriate program director. Applicants will be assigned duties pursuant to the needs of the Division of Music and equivalent to a 6 hour teaching load (or no more than 20 working hours per week.) The assignment may or may not include teaching duties. Such duties may include but are not limited to the following: playing in an ensemble as assigned, provided assistance in a class or ensemble, teaching a class or ensemble, administrative duties, etc.

Recitals, Concerts, and Productions (RCP) is a requirement for undergraduate music majors. Graduate assistants are expected to assist the professor in charge of the RCP requirements. This could include distributing and collecting RCP tickets to attending music majors and/or recording the productions as needed by the Division of Music and the professor of record.

Graduate assistants are representatives of the Division of Music and UAM. As such, graduate assistants are expected to adhere to dress codes in line with the expectations of our profession. Business casual attire is expected and is defined as: slacks, khakis, or skirts; blouses, polo shirts, or shirts with a collar but no necktie; some sweaters; and closed-toe shoes. Formal attire is expected for all evening events, recruiting trips, or situations where the Division of Music is represented in a professional setting.

Selected graduate assistants will report to the Chair of the Division of Music and the appropriate program director. Questions regarding assignments should be directed to the appropriate program director (Director of Graduate Jazz Studies, Director of Choral Activities) and/or the Chair of the Division of Music.

### **Compensation**

Students granted an assistantship in jazz studies will receive a tuition waiver for the Master of Music degree in jazz studies at the University of Arkansas at Monticello. The waiver for UAM Graduate Tuitions will pay all tuition costs, except for the jazz gateway residency, for the Master of Music degree in jazz studies. Other benefits are possible and will awarded when funds and resources are available.

Students granted an assistantship in Royer LLC or the Vocal area, may choose a graduate program at UAM. The waiver for UAM Graduate Tuitions will pay all tuition costs. If another program is chosen, the waiver will consist of a set amount towards tuition as determined by the office of Finance and Administration.

All graduate assistants must complete all human resource documents prior to beginning appointment. Completed paperwork is necessary to meet payroll requirements. Failure to complete paperwork will result in non-payment.

### **Terms of Appointment**

Graduate assistants in Jazz Studies will be contracted from August 1st through July 31st. GA appointments in Jazz Studies are only for one year.

The graduate assistant for Royer LLC is contracted from August 1st through July 31st. Pending satisfactory performance, the Chair of the Division of Music may

may renew the appointment for a second year only if the selected program of study is two years.

The graduate assistants in the vocal area is contracted during the Fall and Spring academic term. Pending satisfactory performance, the Director of Choral Activities may renew the appointment for a second year only if the selected program of study is two years.

GAs not satisfactorily completing coursework will not be allowed to reapply for another appointment. Entering graduate students must meet the admission standards. Graduate students must maintain a 3.0 cumulative Grade Point Average (GPA) in order to continue appointment as a graduate assistant.

- **Training** - Training may be required by UAM or the Division of Music to adequately prepared the graduate assistant for their assigned duties. Graduate assistants should work with the Director of Graduate Jazz Studies and/or the Chair of the Division of Music to determine when they should complete any required training.
- **Driving Policy** - Upon being selected as a graduate assistant, GAs should complete all necessary paperwork required by UAM in order to drive school vehicles. This is necessary in order to help facilitate the transportation of students to any event as scheduled by the Division of Music.
- **Summer Sessions** - Graduate assistants will maintain a work load during both summer sessions. The typical graduate assistant will help with band camps in a capacity determined by the Chair of the Division of Music. Additional responsibilities may be assigned by the Chair of the Division of Music, the Director of Graduate Jazz Studies, the Director of Choral Activities, or the Dean of the School of Arts and Humanities.
- **Course Work.** - Graduate assistants will also be required to maintain good standing in their summer courses while providing a service equivalent to 6 hours of faculty load credit.
- **Holidays** - GAs are not expected to work during holidays on which the campus is closed. Additionally, they are not expected to work during spring break or Christmas, unless otherwise specified within their contractual agreement.

- **Inclement Weather** - If classes are cancelled due to inclement weather, the graduate assistant should contact the Director of Graduate Jazz Studies and/or the Chair of the Division of Music to determine if their attendance is needed. Those unable to make it to campus safely should contact the Director of Graduate Jazz Studies and/or the Chair of the Division of Music and schedule time to make up any hours as specified by their contract. If campus is closed due to inclement weather, GAs are not expected to report to work. Missed time is not expected to be made up.

### **Resignation/Termination of Graduate Assistantship**

- **Resignation** - Those leaving a GA appointment before the contractual end date must provide their respective program director and the Chair of the Division of Music a written notice of their resignation. The written notice must include name, reason for resignation, and an effective date of resignation. The vacant graduate assistantship may not be refilled before the end of the term.

GAs who terminate their graduate enrollment during the academic year, forfeit their graduate assistantship and void their current contract. In the event of resignation, the GA will be sent a bill for the pro-rated amount of tuition and benefits provided to the student that semester.

- **Termination** - Unsatisfactory performance of assigned GA duties will be grounds for termination at the discretion of the Dean of the School of Arts and Humanities and the Chair of the Division of Music. Students terminated from a GA appointment are ineligible for future positions.

Before termination is final, the appropriate program director and/or the Chair of the Division of Music will provide a written explanation of the unsatisfactory performance and outline future expectations for improvement. If after a period of two weeks, the GA has not satisfied the written expectations, the GA may be terminated.

GAs may be terminated immediately if the student (1) misses at least 50% of their scheduled work days within a two week period; (2) if the student is determined to have committed sexual harassment against another student, faculty, or staff as defined by university policy; (3) the overall GPA falls below 3.0; (4) it is determined the student committed an act of academic misconduct as defined by university policy; (4) improperly disclosing information protected

under FERPA; or (5) violation of Student Code of Conduct, state law, or federal law.

GAs who are terminated forfeit their graduate assistantship and void their current contract. In the event of termination, the GA will be sent a bill for the pro-rated amount of tuition and benefits provided to the student that semester.



Appendix A, B, and C:  
Graduate Assistant Job Postings and  
Descriptions



The University of Arkansas at Monticello

UAM Box 3607  
Monticello, AR 71656  
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The University of Arkansas at Monticello Division of Music is accepting applications for two graduate assistantships starting August 20 —.

**Position Description:** The graduate assistantship is a live-in musical leadership position within the Division of Music. The position is a 12-month appointment designed for completion of a one-year master's degree in jazz studies.

**Responsibilities:** Graduate assistants will perform duties relevant to their degree and future profession. This may include conducting ensembles, teaching methods courses, teaching applied lessons, or other duties as needed by the Division of Music and within the graduate assistant's area of expertise.

**Application and Deadline:**

- (1) Submit a letter of intent, curriculum vitae, and name and contact information for 3 professional references by March 1st. A list of qualified applicants will be collected by the Director of Graduate Jazz Studies and forwarded to the Chair of the Division of Music. Finalists will interview with the selections committee which may consist of the Chair of the Division of Music, the Director of Graduate Jazz Studies, and other members of the Graduate Faculty.
- (2) You must have completed the requirements for the baccalaureate degree prior to enrolling in the first graduate class and have gained admission to the Graduate School at the University of Arkansas at Monticello.
- (3) You must sign a contract which outlines the duration of the graduate assistantship, the stipend amount, hours associated with the assistantship, and a description of job duties. You will be advised by the Director of Graduate Jazz Studies on additional paper work that is needed prior to appointment.
- (4) Additional orientation meetings may be required by UAM, the Graduate School, or the Division of Music.

**Compensation:** Tuition and fee waiver, plus either a stipend of \$\_\_\_\_ *or* a residential room and university meal plan. This is a non-benefits eligible position on a twelve-month schedule.

**Contact:** (NAME), Director of Graduate Jazz Studies, \_\_\_\_\_@uamont.edu, 870-460-\_\_\_\_\_

Review of applications will begin immediately and continue until position is filled. UAM is an Affirmative Action/ Equal Opportunity Employer and is subject to FOI requests.



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The University of Arkansas at Monticello Division of Music is accepting applications for one graduate assistantship starting July 20 —.

**Position Description:** The graduate assistantship is a live-in musical and residence hall leadership position within the Division of Music and in partnership with Residence Life and Student Engagement. The position is a 12-month appointment and includes duties within the Division of Music and duties as the Resident Director of Royer Hall Music Living and Learning Community.

**Responsibilities:** Graduate assistants will perform duties pursuant to the needs of the Division of Music and Residence Life. The graduate assistant's primary responsibility within the Division of Music consists of organizing music related events for residents in Royer LLC, providing tutoring and/or private instrumental and/or vocal instruction to residents of Royer LLC. Additionally, the graduate assistant may assist with music theory courses, ear training courses, and/or assist with various ensembles as needed.

**Application and Deadline:**

- (1) Submit a letter of intent, curriculum vitae, and name and contact information for 3 professional references by March 1st. A list of qualified applicants will be collected by the the Chair of the Division of Music. Finalists will interview with the selections committee which will consist of the Chair of the Division of Music, the Resident Director, and other members of the music faculty or residence life office.
- (2) You must have completed the requirements for the baccalaureate degree prior to enrolling in the first graduate class and have gained admission to a Graduate School of your choosing.
- (3) You must sign a contract which outlines the duration of the graduate assistantship, the stipend amount, hours associated with the assistantship, and a description of job duties. You will be advised by the Chair of the Division of Music on additional paper work that is needed prior to appointment.
- (4) Additional orientation meetings may be required by UAM, Residence Life, or the Division of Music.

**Compensation:** Tuition and fee waiver, plus a stipend of \$\_\_\_\_\_, and a private fully furnished residential apartment located in Royer Hall LLC, and university meal plan. This is a non-benefits eligible position on a twelve-month schedule.

**Contact:** (NAME), Chair of the Division of Music, \_\_\_\_\_@uamont.edu, 870-460-\_\_\_\_\_  
Review of applications will begin immediately and continue until position is filled. UAM is an Affirmative Action/ Equal Opportunity Employer and is subject to FOI requests.



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The University of Arkansas at Monticello Division of Music is accepting applications for two graduate assistantships starting August 20 —.

**Position Description:** The graduate assistantship within the vocal area is musical leadership position within the Division of Music. The position is a 12-month appointment designed for completion of a master's degree of the applicant's choosing.

**Responsibilities:** Graduate assistants will perform duties relevant to their degree and future profession. This may include conducting ensembles, teaching applied lessons, participating in vocal ensembles, general organizational duties, or other duties as needed by the Division of Music and within the graduate assistant's area of expertise.

**Application and Deadline:**

- (1) Submit a letter of intent, curriculum vitae, and name and contact information for 3 professional references by March 1st. A list of qualified applicants will be collected by the Director of Choral Activities and forwarded to the Chair of the Division of Music. Finalists will interview with the selections committee which may consist of the Chair of the Division of Music, the Director of Choral Activities, and other members of the Graduate Faculty.
- (2) You must have completed the requirements for the baccalaureate degree prior to enrolling in the first graduate class and have gained admission to the Graduate School of a university of your choosing.
- (3) You must sign a contract which outlines the duration of the graduate assistantship, the stipend amount, hours associated with the assistantship, and a description of job duties. You will be advised by the Director of Choral Activities on additional paper work that is needed prior to appointment.
- (4) Additional orientation meetings may be required by UAM, the Graduate School, or the Division of Music.

**Compensation:** Tuition and fee waiver, plus either a stipend of \$\_\_\_\_\_ and/or a residential room and university meal plan. This is a non-benefits eligible position on a twelve-month schedule.

**Contact:** (NAME), Director of Choral Activities, \_\_\_\_\_@uamont.edu, 870-460-\_\_\_\_\_

Review of applications will begin immediately and continue until position is filled. UAM is an Affirmative Action/ Equal Opportunity Employer and is subject to FOI requests.