

**Purpose and Use of Portfolio
In the Evaluation and Allocation of
Graduate Assistants**

Definitions:

New New Position – New Graduate Student

Renewal Old Position -- New Graduate Student

It is understood that Graduate Assistantships are usually appointed for the duration of the graduate student's degree program unless significantly unusual circumstances arise. These significantly unusual circumstance situations would be at the determination of and resolution by the Graduate Office.

Purpose:

The purposes of the portfolio include:

1. Provide a means for the academic department and graduate student to submit evidence of enhancement of education, student learning (including the GA), and professionalism within the disciplines (e.g., teaching, research protocols, administrative techniques).
2. Provides a means for the academic department and graduate student to submit evidence of mentoring/supervision of GA, process of evaluation of performance of GA, and process of evaluation of contributions to the enhancement of education, student learning and professionalism within the disciplines (e.g., teaching, research protocols, administrative techniques).
3. Provide a means for the academic department and graduate student to submit evidence of meeting program development needs, including current department needs and future departmental plans that demonstrates the importance of the relationship of the request to the departmental plan and the relationship of the Graduate Assistant's responsibilities to the mission of the unit and the university.
4. Provides a means for the graduate office to review outcomes of prior allocations in light of new and/or renewal of allocations of graduate assistantships to departments.
5. Provides a means for the graduate office to present evidence and accountability that the graduate assistant program meets a strategic goal of the university to "complement and enhance undergraduate education."

Submission and Review Schedule

Allocation of New First Time Position to Department

- Allocation determination is to be based on review of "Graduate Assistant Request Form" since no track record has been established by the requesting department.

- Portfolio is due after year one and treated as a progress report. It is to be reviewed by the graduate office with comments forwarded to the department and /or graduate student if found to be significantly deficient.
- A completed portfolio is due at the end of the second year.
- Submission is the joint responsibility of the student and the graduate program mentor/chair.
- Review of the portfolio may be included in determining allocation of future positions.

Allocation of Renewal or Additional Position to Department

- Allocation determination is to be based on review of submitted “Graduate Assistant Request Form” and review of previously submitted portfolios from the department.
- Portfolio is due after year one and treated as a progress report. It is to be reviewed by the graduate office with comments forwarded to the department and /or graduate student if found to be significantly deficient.
- A completed portfolio is due at the end of the second year.
- Submission is the joint responsibility of the graduate student and the graduate program chair.

Submission Requirements:

Documentation submitted may be organized into the following three areas:

Student’s Responsibility:

1. Documentation supporting opportunities for enhancing education, student learning (including the GA), and professionalism within the disciplines (e.g., teaching, research protocols, administrative techniques).
2. Documentation of mentoring/supervision of GA, process of evaluation of performance of GA, and process of evaluation of contributions to the enhancement of education, student learning and professionalism within the disciplines (e.g., teaching, research protocols, administrative techniques).

The Graduate Program Chair’s Responsibility

3. Documentation of meeting program development needs, including current department needs and future departmental plans. Documents the importance of the relationship of the request to the departmental plan and the relationship of the Graduate Assistant’s responsibilities to the mission of the unit and the university.