Proposed revision to “Assistantship Duties” subsection of the Graduate Assistantships section of the CCU Graduate Catalog:

**Assistantship Duties**

Assistantship duties reflect three areas of University productivity: teaching, research, and service. Assistantship duties may include a single area or a combination of areas. Students are awarded either a half-time assistantship (20 hours per week) or a quarter-time assistantship (10 hours per week).

1. Duties in the area of teaching include assisting with undergraduate classes or laboratories under the direct supervision of a faculty member who is typically the instructor of record. Assistance may include tutoring, attending and helping to prepare or deliver lectures and instruction, grading papers, keeping class records, meeting with students, or conducting group discussions. In order to qualify as the instructor of record, a Graduate Assistant must have a master’s degree in the teaching discipline or 18 graduate credit hours in the teaching discipline and direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. ([SACS Comprehensive Standard 3.7.1 of the Principles of Accreditation, Faculty Credentials Guidelines](http://www.sacscoc.org/standards/standards/principles/faculty Credential/Qualifications in the Principles of Accreditation)](http://www.sacscoc.org/standards/standards/principles/faculty Credential/Qualifications in the Principles of Accreditation).

2. Duties in the area of research include engaging in active research and/or research support under the direct supervision of faculty or staff.

3. Duties in the area of service include assisting with special project assignments, institutional research/service, data collecting and analysis, office and administrative work, and/or technical/support services.”