Graduate Student Hiring Policy in the Department of English

Graduate Teaching Assistantships and Graduate Student Assistantships: Timing and Availability
Nine-month Graduate Teaching Assistantships (GTAs) typically begin in the Fall term, but may be available to start in the Winter term in special circumstances. Depending on availability and approval by the Graduate School, some number of English graduate students may also be supported via Graduate Student Assistantships (GSAs) and Graduate Research Assistantships (GRAs); these are typically twelve-month appointments that begin during the Fall term. Current Graduate Assistants (GTAs, GSAs, and GRAs) interested in such an assignment may also apply to teach summer courses in the department of English via a GTA appointment.

Due Date of Applications
Beginning with the 2016-2017 academic year, applications received by January 15 receive priority in the consideration for assistantships. Hiring decisions will begin on March 1 and continue until April 15. Decisions regarding the reappointment of assistantships are communicated to students no later than June 15 for appointments beginning the following Fall term and December 1 for appointments beginning in the following Winter term. Applications for summer teaching under a GTA appointment are typically due April 15 for positions beginning the following Spring/Summer term; notifications are made on a rolling basis between the time of application and the start of the semester.

Application Materials
Applications for a beginning assistantship can be obtained at [http://wayne.edu/admissions/graduate](http://wayne.edu/admissions/graduate), or from the Department of English website ([http://clas.wayne.edu/English/Graduate-Admission](http://clas.wayne.edu/English/Graduate-Admission)). Application materials for the reappointment of assistantships and for summer teaching assignments under a GTA appointment are distributed to current GTAs on an annual basis.

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Statement on Non-Discrimination

Non-discrimination statement (Article X of Agreement between GEOC and WSU):

A. Wayne State University and the GEOC (Graduate Employees Organizing Committee – American Federation of Teachers) recognize an obligation and reaffirm by this Agreement their commitment to achieve equal employment opportunity and non-discrimination within the University. Accordingly, it is agreed that, consistent with University policies, the University and members of the bargaining unit shall not discriminate on the basis of race, color, veteran status, height, weight, ethnicity, religion, creed, political affiliation, political beliefs, membership in any social or political organization, national origin, ancestry, marital or parental status, age, gender, gender identity or expression, pregnancy, sexual orientation, or disability, including HIV status, of those capable of performing their professional duties. Nothing in this section shall be construed to prohibit Wayne State University from the application of bona fide occupational qualifications as may be appropriate or from taking such measures as may be permissible by law, to protect the health and safety of the University community.

B. Employees who believe that they have been subject to discrimination in violation of this article may choose to pursue their claim either through the University’s internal discrimination process administered by the Department of Equal Opportunity or through the grievance procedure of this Agreement. The initial choice of one of these two internal procedures is binding as to the discrimination aspect of any claim and prohibits the filing or processing that same discrimination claim through any other internal procedure. An employee may first attempt to resolve his or her claim informally with his or her immediate supervisor without invoking the grievance procedure. If the employee proceeds through the grievance procedure, the grievance will begin at Step 2 as set forth in Article III of this Agreement.

C. The Parties agree that neither the University nor Union shall directly, or indirectly, discriminate against any employee with
respect to hours, wages, or any terms, or conditions of employment by reason of such employee’s membership in the Union, such employee’s participation in any activities of the Union or collective professional negotiations with the University, or such employee’s institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

Hiring Criteria
According to English Department By-Laws, Graduate Teaching Assistantships, Graduate Student Assistantships, and Fellowships are approved by the Chairperson of the Department of English.

Assistantships are granted to superior students admitted to the M.A. and Ph.D. programs, taking into consideration the following criteria:

○ In the case of new student hiring for 9-month teaching assistantships, the department considers the promise of and/or present achievement in research and teaching.

○ In the case of internal or extended student hiring for 9-month teaching assistantships, the department considers the applicant’s academic standing, progress toward the degree, teaching excellence and related professional development, and the applicant’s promise of and/or present achievement in research.

○ In the case of hiring for summer teaching as well as for non-teaching student assistantships (GSAs), hiring criteria specific to those positions will be identified at the time of posting.