



*American University
of Central Asia*

AUCA POLICY ON STUDENT ASSISTANTS

Approved by _____

AMERICAN UNIVERSITY OF CENTRAL ASIA

POLICY ON STUDENT ASSISTANTS

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I. CONTEXT, PURPOSE, AND GENERAL PRINCIPLES

1.1. The Policy is comprised of rules and guidelines on student assistants in the American University of Central Asia (AUCA). It provides for procedures related to recruitment and lists rights and obligations of student assistants.

1.2. AUCA students may serve as (1) administrative student assistants, (2) student teaching assistants, and/or (3) student research assistants subject to the rules on these types of student assistantships set below.

1.3. The following general principles and rules apply to all three student assistant positions:

1.3.1. Students shall comply with all AUCA policies, including but not limited to AUCA Quality Assurance Policy, Anti-Harassment Policy, AI Policy, rules related to plagiarism, IRB Policy, and the Code of Student Rights, Responsibilities, and Conduct.

1.3.2. AUCA faculty and relevant offices are to provide supervision to students that serve as student assistants.

1.3.3. Student assistants must follow all rules and guidelines and meet all deadlines set by the supervising faculty members or offices. Failure to observe them may result in the termination of their student assistantship position.

1.3.4. Student assistants may have access to sensitive and confidential information. They must observe confidentiality requirements strictly.

1.3.5. Students are prohibited from serving as assistants during the time of their classes.

1.3.6. Students must have a cumulative and last semester GPA of 3.0 or above to serve as student assistants and must remain in good standing.

1.3.7. Students must not have “F”, “X”, and “W” grades on their transcripts to be eligible to serve as assistants.

II. ADMINISTRATIVE STUDENT ASSISTANTS

2.1. Student assistant positions are created with the dual objective of offering students valuable work experience while fulfilling essential administrative campus tasks with an understanding that their primary role is that of a student.

2.2. To be eligible to serve as administrative student assistants, students must be enrolled in the 2nd, 3rd, and 4th year of bachelor studies or be enrolled in a Master’s program in AUCA.

2.3. Departments must advertise all vacant student assistant positions by emailing all students of the department, excluding freshmen. Departments can promote the availability of positions through other means at their discretion. The information regarding student assistant positions may include a description of students' responsibilities, expected weekly hours, required qualifications, and the location or mode of work. Interviews with selected students may be conducted by departments on their discretion.

2.4. Student assistantship positions at AUCA are subject to maximum hour requirements. During fall and spring semesters student assistants are limited to working 10 hours per week. It is essential for students holding multiple appointments to ensure that their total combined hours do not surpass the maximum allowable limit, and that there are no scheduling conflicts between departments. Student assistants are required to document hours worked, and departments are required to review and approve hours worked and ensure that students do not exceed the maximum hours permitted by this Policy.

2.5. Students are normally compensated on an hourly basis at a standard rate set for student administrative assistant work at AUCA. The rule regarding the compensation does not apply to one-time University or departmental events and activities, such as the Open Doors, Freshman Orientation, Diversity Week, and others, where students serve as volunteers.

III. STUDENT TEACHING ASSISTANTS

3.1. Only full-time AUCA faculty members can have teaching assistants. The courses of faculty members who seek the support of student teaching assistants must meet the following requirements:

3.1.1. Courses must be 100-200 level bachelor-level courses.

3.1.2. There must be more than 40 students enrolled in the course.

3.2. To be eligible to serve as student teaching assistants, students must be enrolled in the junior or senior year of Bachelor studies or any year of Master studies in the academic department, for which teaching assistance is expected. Students must have also completed the course, for which assistance is sought (or equivalent) with a grade of "A", and this course must be completed at AUCA. A faculty member seeking the support of the teaching assistant has a right to select a student who meets the above eligibility criteria with the approval of the department head.

3.3. The above requirements regarding the number of students and their eligibility for serving as student teaching assistants do not apply to OSUN courses. Faculty members are to follow OSUN requirements regarding student teaching assistants.

3.4. The workload of teaching assistants may not exceed 10 hours per week. This includes the time spent in faculty lectures, class preparation, office consultations, and other duties required to carry out the teaching assistant role.

3.5. The primary responsibility for all courses taught at the university rests with the faculty. The specific duties of student teaching assistants may differ across disciplines and departments. However, assignments and responsibilities usually fall into the following categories:

3.5.1. Assisting a faculty member in the grading process for the course. However, the support in this matter is limited to multiple-choice and short-answer (and the like) sections of the quiz/exam. Teaching assistants are not permitted to grade essays, answers to open-ended questions, etc.

3.5.2. Assisting a faculty member in the advising process for the course. However, no duplication is to be made with the activities of the Writing and Academic Resource Center (WARC).

3.5.3. Assisting a faculty member in the administrative duties required for the course (for example, preparing handouts, printing, copying, scanning course materials, etc.).

3.6. All student teaching assistants are under the direct supervision of faculty members. Before the start of the assistantship, the faculty member and the teaching assistant must meet to review and confirm expectations including a summary of required duties.

3.7. A teaching assistant is not responsible for the instructional content of the course, for selecting and preparing student assignments, for planning and preparing examinations, or for determining the grade for students.

3.8. A teaching assistant cannot be assigned responsibility to provide the entire instruction of a group of students enrolled in a course. A teaching assistant may not be used as an informal teaching resource for struggling students. Student teaching assistants should add value to what teachers do and should never replace them.

3.9. Student teaching assistants may be financially compensated at a standard rate set for student teaching assistant work at AUCA.

IV. STUDENT RESEARCH ASSISTANTS

4.1. Students may serve as research assistants to AUCA faculty. Students must be enrolled in the 3rd and 4th year of bachelor studies or in Master's programs of studies to be eligible.

4.2. Departments must advertise all vacant research assistant positions by emailing eligible students. Departments can promote the availability of positions through other means at their discretion. The information regarding research assistant positions may include a description of students' responsibilities, expected weekly hours, required qualifications, and the location or mode of work. Interviews with selected students may be conducted by departments on their discretion.

4.3. Student research assistants are to follow all guidelines set by faculty supervisors and must meet the established deadlines. They must also follow all University rules related to research, including but not limited to AUCA AI Policy and IRB Policy. They must observe confidentiality requirements strictly.

4.4. Research assistants are not responsible for writing research related works. They can only assist with technical issues related to research, including but not limited to scheduling and transcribing interviews, data entry and compilation, typing and printing of questionnaires and surveys, etc.

4.5. Relevant programs set the number of work hours required to maintain an assistantship with the student each semester.

4.6 Student research assistants may be financially compensated at a standard rate set for student research assistant work at AUCA. This rule does not apply in cases, where students serve as research assistants as part of their internship.

V. POLICY REVIEW

The Policy is subject to review by the Academic Senate every five years. It may be amended as needed.