2023 Progress Reports on the Implementation of USM Policies on Graduate Assistants

In 2010, the Board of Regents adopted a policy intended to improve the status of graduate assistants throughout the System. USM BOR Policy III-7.11, "Policy on Graduate Assistantships" was implemented in December of that year, and in 2012, the policy was amended in order to include a "Meet and Confer" process by which graduate assistants would meet regularly with institution administrators in order to communicate issues of concern.

The purpose of this survey is to provide updated information on the institutional implementation of Policy III-7.11 as well as information on the efficacy of the Meet and Confer process.

---

1. Institution Name: Salisbury University
2. Contact Name: Dr. Clifton Griffin
3. Contact Title: Dean of Graduate Studies and Research
4. Contact Department: Graduate Studies and Research
5. Contact Email: cpgriffin@salisbury.edu
6. Contact Phone Number: 410-548-3894

Provide the data for the Fall 2023 Semester

7. Total number of graduate students: 749
8. Total number of graduate assistants: 91
9. Total number of graduate assistants whose duties are primarily research: 19
10. Total number of graduate assistants whose duties are primarily teaching: 49
11. Total number of graduate assistants whose duties are primarily administrative: 23
12. Total number of graduate assistants whose duties are some combination of research, teaching and administration: 0
13. Total number of graduate assistants whose duties are primarily something other than research, teaching or administration: 0

14. How are your graduate assistants compensated? Other – Biweekly during fall and spring semesters.

15. What is the lowest compensation for full-time (20 hours per week) graduate assistants and what is their academic discipline? We have several students earning the minimum stipend amount, $4,635, in several disciplines.

16. What is the highest compensation for full-time graduate assistants and what is their academic discipline? $7,500 stipend per fall and/or spring semester – English TA

17. What is the lowest compensation for part-time (10 hours per week) graduate assistants and what is their academic discipline? We have a small number of students earning the minimum stipend amount, $2,317.50, in several disciplines.

18. What is the highest compensation for part-time graduate assistants and what is their academic discipline? $2,600 for a student (in the MSW program) working in our Simulation Center.

19. Please provide any comments about your compensation strategy or structure for graduate assistants. N/A

20. Does your Institution provide tuition waivers to graduate assistants? Yes

21. If yes, does your institution waive or pay for additional fees? NO

22. If yes, which GA's are eligible? All GA's are eligible.

23. Does your Institution provide subsidized health insurance to graduate assistants? No

24. If yes, which GA's are eligible? N/A

25. Does your Institution provide unsubsidized health insurance to graduate assistants? No

26. If yes, which GA's are eligible? N/A

27. Does your Institution provide free parking to graduate assistants? No, but we guarantee campus parking for all graduate assistants.

28. If yes, which GA's are eligible? N/A

29. Does your institution provide any other benefits to graduate assistants other than those mentioned above? No

30. If yes, please describe the benefits and which graduate assistants are eligible. N/A

31. Has your Institution's graduate assistant compensation increased since 1/1/2023? No.

32. If yes, how was the increase determined? N/A

33. Do you have any comments regarding graduate assistant compensation and stipends? N/A

34. Does your Institution require 60 days' notice for renewal or nonrenewal of appointments and 60 days' notice if a decision to renew cannot be made within that timeline? Yes

35. Does your Institution's grievance/due process policy provide "The ability of a GA to pursue a grievance regarding in appropriate work assignments, workload volume and scheduling, termination of assistantships, and non-renewal of an assistantship for arbitrary reasons?" Yes

36. Does your Institution's grievance/due process policy provide "Protection against reprisals for filing a grievance?" Yes

37. Does your Institution's grievance/due process policy provide "Specific timelines for the phases of the grievance process?" Yes

38. Does your Institution's grievance/due process policy provide "The student's right to present evidence?" Yes

39. Does your Institution's grievance/due process policy provide "The student's right to appeal to the level of the dean or higher?" Yes

40. Does your Institution's Time Away from Duty policy provide: Response: At least 20 hours of paid leave for a full-time 12-month graduate assistant, in addition to institution holidays and other institution closings?

41. If more than 20 hours, how much paid leave does your institution provide? N/A

42. Does your Institution's Time Away from Duty policy provide "Collegial support for short-term illness and emergencies?" No. All students would use our SU Cares benefits for medical emergencies.

43. Does your Institution's Time Away from Duty policy provide any other benefits?

    The Salisbury University Student Emergency Absence Policy aims to minimize the impact of serious life events upon students' academic progress. These events can also affect work schedules. Students shall receive excused absences based on the following

justifiable circumstances: • Bereavement, including travel related to bereavement; • Serious, contagious, infectious or extended illness of the student or the student's loved on or dependent; • Serious medical or mental health conditions; and • Other circumstances as approved at the discretion of the faculty member (e.g., natural disasters that prevent safe travel).

44. Any comments regarding graduate assistant operational supports and protections? No

45. Are there elements of the USM BOR III-7.11 Policy on Graduate Assistantships that your institution has not yet implemented? No.

46. Please list. N/A.

47. Does your Institution have a plan for implementation? No.

48. Please explain. Our institution worked diligently to implement all sections of BOR III – 7.11, including the June 22, 2012 amendments, by the determined deadline of September 1, 2011.

49. Have there been any additional costs to your Institution as a result of your Institution's graduate assistant policy since 1/1/2022? No.

50. Please list any additional costs. N/A

51. Does your Institution have a graduate assistant advisory group?

    There is no specific/separate GA advisory group, but there is an active Graduate Student Council (GSC) which serves effectively as an advocate for GAs. The GSC President, or a designee, is a member of the President's Advisory Team, the Graduate Council, Town-Gown and the University Campus Consortium, which meet monthly during the academic semesters. The GSC President also meets routinely with the Dean of Graduate Studies and the Provost and Senior Vice President of Academic Affairs, as needed. To further exemplify the importance of graduate students, at least one grad student is selected to serve on high-level openings as they occur**.** The Dean of Graduate Studies promotes an open-door policy for all graduate students.

52. N/A

53. Has it met with key administrators since 1/1/2023? Yes

54. On what dates has the graduate assistant advisory group met with key administrators since 1/1/2022? Please name all administrators present at each meeting.

President's Advisory Team

Meetings: 1/25/23, 2/8/23, 3/1/23, 4/5/23, 5/19/23, 6/20/23, 9/6/23, 9/20/23, 10/4/23, 11/15/23, 12/13/23

Members:

President Carolyn Lepre

Executive Staff:

- Dr. Karen Olmstead, Provost and Senior Vice President for Academic Affairs (until July 11th) and Provost Emerita
- Dr. Laurie Couch, Provost and Senior Vice President for Academic Affairs (started July 12th)
- Dr. Janet Wormack, Vice President of Administration and Finance (until July 1st)
- Aurora Edenhart-Pepe, Vice President of Administration and Finance (started September 26th)
- Dr. Dane Foust, Vice President of Student Affairs and Enrollment Management
- Jason Curtin, Vice President of Advancement and External Affairs and Executive Director of the SU Foundation, Inc.
- Eli Modlin, Chief of Staff and Director of Government and Community Relations
- Karen Treber, General Counsel
- Humberto Aristizabal, Associate Vice President of Institutional Equity and Title IX Coordinator
- Colleen Leon, Deputy Chief of Staff for Engagement
- Eric Stewart, Deputy Chief of Staff for Communications
- Michelle Stokes, Senior Advisor to the President
- Dr. Jennifer Martin, President of Faculty Senate (Spring)
- Dr. Deneen Long-White, President of the Faculty Senate (Fall)
- Joe Benyish Chair of Staff Senate
- Tim Robinson, Chair of the Adjunct Faculty Caucus
- Andrew Wilson, President of the Student Government Association (Spring)
- Wyatt Parks, President of the Student Government Association (Fall)
- Nicholas Plummer, President of Graduate Student Council

Academic Deans:

- Dr. Andrew Martino, Dean of the Clarke Honors College
- Dr. Kelly Fiala, Founding Dean of the College of Health and Human Services (until June 3rd)
- Dr. Lisa Seldomridge, Interim Dean of the College of Health and Human Services (started June 4th)
- Dr. Maarten Pereboom, Dean of the Fulton School of Liberal Arts
- Dr. Michael Scott, Dean of the Henson School of Science and Technology

- Dr. Christy Weer, Dean of the Perdue School of Business
- Dr. Laurie Henry, Dean of the Seidel School of Education
- Dr. Clifton Griffin, Dean of Graduate Studies and Research
- Dr. Beatriz Hardy, Dean of Libraries and Instructional Resources

Other Members:

- Lynn Adkins, Associate Vice President for Administration and Finance
- Vanice Antrum, Director, Multicultural Affairs
- Eric Berkheimer, Associate Vice President of Facilities and Capital Management
- Jayme Block, Associate Vice President , Alumni Engagement and Development
- Melissa Boog, Associate Vice President of Academic Affairs
- Jessica Clark, Assistant Provost for Faculty Success
- Gerard DiBartolo, Director, Athletics (until June 30th)
- Monica Polizzi, Director, Athletics (started July 26th)
- Deidra Johnson, Associate Vice President of Student Affairs (started September 13th)
- Susan Eagle, Associate Vice President of Marketing and Communications
- Tracy Hajir, Assistant to the President (until May 30th)
- Allen Koehler, Assistant Vice President for Enrollment Management
- Ken Kundell, Chief Information Officer
- Edwin Lashley, Chief, University Police
- Lisa Lepore, Associate Vice President for Human Resources
- Kara Raab, Associate Vice President for Planning & Assessment
- Valerie Randall-Lee, Assistant Vice President of Student Affairs/Dean of Students
- Jason Rhodes, Director of Public Relations and University Spokesperson
- Beth Skoglund, Director of Admissions
- Brian Stiegler, Assistant Provost for International Education

President's Cabinet

Meetings – Every other Wednesday throughout the year.

Members:

- Dr. Carolyn Lepre, President
- Dr. Karen Olmstead, Provost and Senior Vice President for Academic Affairs (until July 11)
- Dr. Laurie Couch, Provost and Senior Vice President for Academic Affairs (started July 12)
- Dr. Janet Wormack, Vice President of Administration and Finance (until July 1)
- Aurora Edenhart-Pepe, Vice President of Administration and Finance (started September 26)
- Dr. Dane Foust, Vice President of Student Affairs
- Jason Curtin, Vice President of Advancement and External Affairs and Executive Director of the SU Foundation, Inc.
- Eli Modlin, Chief of Staff and Vice President Public Affairs & Strategic Initiatives
- Karen Treber, General Counsel

- Dr. Jennifer Martin, President of Faculty Senate (Spring)
- Dr. Deneen Long-White, President of the Faculty Senate (Fall)
- Joe Benyish Chair of Staff Senate
- Tim Robinson, Chair of the Adjunct Faculty Caucus
- Andrew Wilson, President of the Student Government Association (Spring)
- Wyatt Parks, President of the Student Government Association (Fall)
- Nicholas Plummer, President of Graduate Student Council

Graduate Council

Meetings: 2/17/22, 3/17/22, 4/21/22, 9/15/22, 10/20/22, 11/17/22

Council Members:

- Dr. Karen Olmstead, Provost and Senior Vice President for Academic Affairs (until July 11)
- Dr. Laurie Couch, Provost and Senior Vice President for Academic Affairs (started July 12)
- Dean of Graduate Studies (Ex officio): Dr. Clifton Griffin
- Registrar: Martin Hunter
- Faculty Senate Liaison: Dr. Memo Diriker
- Assistant Vice-President of Enrollment Management: Allen Koehler
- Graduate Admissions Coordinator: Elizabeth Geiger
- Graduate Program Manager: Jessica Scott
- Graduate Student Representative: Nicholas Plummer, GSC President

Graduate Program Directors:

- Applied Biology (M.S.): Dr. Eric Liebgold
- Applied Health Physiology (M.S.): Dr. Scott Mazzetti
- Business Administration (M.B.A.): Dr. Yvonne Downie-Hanley
- Conflict Analysis & Dispute Resolution (M.A.): Dr. Ignaciyas Soosaipillai
- Education - Curriculum & Instruction (M.Ed.): Dr. Doug DeWitt
- Education - Educational Leadership (M.Ed.): Dr. James Fox
- Education - Reading Specialist (M.Ed.): Dr. Maida Finch
- English (M.A.): Dr. Stephanie Bernhard
- Geographic Information Systems Management (M.S.): Dr. Andrea Presotto
- History (M.A.): Dr. Aston Gonzalez
- Mathematics Education (M.S.M.E.): Dr. Jennifer Bergner
- Nursing (M.S.): Dr. Annette Barnes
- Social Work (M.S.W.): Dr. Stephen Oby
- Teaching (M.A.T.): Dr. Erin Stutelberg
- Doctor of Education (Ed.D.): Dr. Judith Franzak
- Doctor of Nursing Practice (D.N.P.): Dr. Annette Barnes

Graduate Faculty School Reps:

- Fulton Rep: Dr. Melissa Bugdal
- Henson School: Dr. Christina Bradley
- Perdue School: Dr. Thomas Calo
- Seidel School: Dr. Heather Porter
- College of Health and Human Services: Dr. Amanda Hill

55. Since 1/1/2023, were any changes made to stipends, benefits or other terms of appointment as a result of discussions with the graduate assistant advisory group? No.

56. If yes, please explain. N/A.

57. Did the graduate assistant advisory group engage an external representative, including a labor organization, to assist them in "meet and confer" discussions with administrators over issues of concern? No.

58. If yes, please provide name of the external representative used. N/A.

59. If an external representative was not used by the graduate assistant advisory group in discussions, since 1/1/2023, has the group indicated interest in pursuing the use of an external representative, including a labor organization? No.

60. Are there any challenges that your Institution has faced in conducting the Meet and Confer process? No.

61. Please list any challenges: N/A

62. Does your Institution have a plan to address the challenges above? No.

63. Please explain: We have not encountered any challenges and the Meet and Confer process has not been utilized by graduate assistants. We believe that is the result of a robust GSC, all of whom also serve in the capacity of a GA and open lines of communication with executive staff.