

Industrial and Manufacturing Engineering Department  
Graduate Assistant/Doctoral Associate Appointment Procedure

Graduate assistantships (GA) and doctoral associateships (DA) are awarded based on the needs of the department. Several items are taken into consideration. (See pp. 21-25 of the Graduate Catalog)

1. The Chair shall compare the demand for undergraduate classes to faculty availability. This identifies the undergraduate classes not assigned to regular faculty members.
2. Faculty members make requests to the Chair for assistance with classes, projects and research. Activities such as the departmental website are also considered. Items 1 and 2 identify the department need.
3. Students wishing to apply for a GA or DA should fill out an application available at <http://www.wmich.edu/ime> by June 1 (Fall) and October 1 (Spring) to insure consideration. These applications are kept on file and reviewed to verify the information about a graduate student who has been recommended and identify candidates if there are no faculty recommendations.
4. After comparing the departmental need to requests of faculty, the department chair awards GA's. Appointments generally occur during the summer months for Fall Semester and during the latter portion of the fall for the Spring Semester. The past practice has been to award the majority of the assistantships on a fractional basis. Most students receive ½ GA for two consecutive semesters, however, some may receive ½ GA for a single semester and some receive a full GA for two semesters.
5. Nominees for a GA are told of their potential award by either their supervising professor or the department chair. If the student agrees, a letter of appointment is forwarded to the student to sign.
6. The Departmental Graduate Curriculum Committee (DGCC) recommends DA's to the chair. The DGCC is made up of the graduate advisors and other graduate faculty. Consideration is given to graduate students in several areas: teaching performance, performance on funded research activities, need of the graduate student to fulfill teaching or residency requirements, and progress toward dissertation. Past practice has been to award full DA's. Consideration for research DA's has been given to those students at the dissertation stage of their degree. Previous experience has shown that successful DA's have started as GA's. This has given students an opportunity to demonstrate both their skill level and their commitment to the program.
7. The list of doctoral students is forwarded to the chair with recommendations for who should receive a DA. It has been common practice for the DGCC to also make suggestions that some of the doctoral students not receiving a DA be given strong consideration for a GA position.
8. Each student nominated to receive a DA position must meet with either the chair or a designated graduate faculty member to clarify the assigned responsibilities and the doctoral student's intentions. Once the student has been given verbal acceptance, an appointment letter is drawn up.
9. Past practice of the IME department has been to award some GA and DA positions to those faculty using external research grants to support GA's. This may occur in the form of the department funding half of a GA and a faculty member funding the other half on soft money. It may also come in the form of a faculty member using soft money to augment a DA or GA so that the student does not take other part-time employment.
10. GA's and DA's receive teaching evaluations, which are then reviewed by their supervising professor and the chair. Assessment of non-teaching responsibilities is conducted by supervising faculty.

This policy and the number of past recipients may be found at <http://www.wmich.edu/ime>.