

Policies for Graduate Assistantships Peabody Conservatory

A limited number of assistantships are available to students who have been admitted into the graduate program as full-time degree or diploma candidates. Assistantships vary in size and scope, and usually feature a combination of a non-taxable scholarship and taxable stipend paid in return for work performed in a specific department. The scholarship portion of the assistantship ranges from partial to near full tuition, and the stipend is commensurate with the number of hours students are expected to work per week.

Awarding Procedures

Graduate Assistantships are intended to be awarded to newly admitted applicants in order to recruit exceptional students to Peabody, provide meaningful pre-professional experiences, and meet demonstrated needs in certain departments. Under exceptional circumstances, current students may be considered (see below).

All applicants who wish to be considered for assistantships complete an assistantship application through the Office of Admissions. Shortly before auditions begin, the Admissions Office contacts faculty with the list of students who applied for assistantships so appropriate faculty can review those who wish to be considered during the admission process. Some assistantships require an interview, which normally takes place during Audition days. Following auditions, faculty provide a ranked list of candidates to the Enrollment Management Committee, which makes the awards based on the applicant's departmental audition rating, academic record, placement examination results, and other factors.

In some cases, assistantships may be awarded to continuing students given the unique nature of the duties involved, or as a result of a position being unexpectedly vacated due to a withdrawal, leave of absence, or other circumstances. In such cases, departments must make every effort to engage in a transparent process in which the open position is advertised to eligible students and ample time is provided for multiple students to apply to and be considered for the open position. Interested students will be instructed to apply for the open position through the Office of Admissions, and departmental faculty will interview and consider students according to their established process. In exceptional cases where time does not permit the full process to unfold, faculty may appoint a student in consultation with the Enrollment Management Committee.

Duties and Expectations for Work Performed

At the time awards are made, students will be notified of the expectations of their position, number of hours required per week, and will receive a full job description. Supervisors are expected to meet with graduate assistants at the beginning of the semester to discuss expectations and outline the process for evaluations and renewal.

Duties may include anything that is part of the normal administration of the department or a particular course, such as accompanying, coaching, preparation of teaching materials, and other departmental tasks. So far as possible, the work assigned to graduate assistants should have some value in preparing them for a career; purely clerical tasks should be assigned to work-study students. Graduate assistants may assist a primary teacher of a course by preparing materials, grading tests, and running sections. Graduate assistants may teach classes when faculty members are absent due to illness, professional obligations, or other unavoidable emergencies.

Graduate assistants are expected to work a maximum of 15 hours per week for full assistantships, with fewer weekly hours required for smaller assistantships. Specific assignments are made by supervising faculty members according to the job description and needs of the department. Graduate assistants who hold more than one work appointment should not work more than a combined total of 20 hours per week for the university. Faculty may not require graduate assistants to work more than the number of hours specified for their appointment. Failure of students to fulfill terms of the assistantship may result in immediate termination and may require repayment of income.

Evaluation and Renewal

All graduate assistants should be formally evaluated during their first year in their position. At the end of the fall semester, assistantship supervisors are expected to write a performance evaluation of each graduate assistant to be shared with the student. If performance is unsatisfactory, the supervisor must inform the graduate assistant and clarify responsibilities. The graduate assistant should sign the evaluation to show that it has been read and discussed; it is then submitted to the Associate Dean for Enrollment & Student Life by the department chair. Assistants whose positions are not renewed for a subsequent year because of poor performance must be notified by February 1 to allow them time to make alternate arrangements.

If students have performed satisfactorily in their GA, they should be renewed for a second year assuming they will be enrolled full-time in the same graduate program and are still eligible to receive Peabody financial aid. However, students cannot hold an assistantship for longer than two years in the same graduate program. Students should only be non-renewed if they are not performing their duties satisfactorily, or they have indicated they do not wish to continue in the position. In the case of non-renewal, the evaluation, as outlined above, must clearly document unsatisfactory performance in the position.

Time limits

Graduate Assistants may hold a position for a maximum of two years in a single degree or diploma program. In the event a student is awarded a graduate assistantship in their second year, they may hold the position for one year only. Should the student be admitted to, and enroll in a new program at Peabody, he or she may be considered for assistantships (including the one most recently held) alongside all other new applicants. Students in the Graduate Performance Diploma who completed a previous degree at Peabody are eligible for only one year of Peabody financial aid, which includes graduate assistantships.

Reinstatement after Leave of Absence

Assistantships are not eligible for automatic reinstatement after returning from a leave of absence. In the event a student returning from leave of absence indicates interest in being considered for an assistantship, he or she may apply for an assistantship through the normal process.

Combination with Other Aid

Assistantships are not eligible for combination with other aid, except need-based aid. All students who wish to be considered for need-based financial aid must apply via the Free Application for Federal Student Aid (FAFSA) by the appropriate deadlines each year. More information can be found on the Peabody Financial Aid website at <http://peabody.jhu.edu/audition-apply/financial-aid-scholarships/>

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