

**Policy and Procedure Document**  
**William & Mary's Batten School of Coastal &**  
**Marine Sciences & VIMS**



Number: PPD - 0602  
Subject: Personnel Procedures for Graduate Assistants

The Associate Dean for Academic Affairs oversees personnel actions concerning graduate students at the Batten School of Coastal & Marine Sciences & VIMS except that routine matters concerning payroll and similar matters are delegated to the Section's Financial Officers and Business Managers and the Office of Sponsored Programs, as appropriate.

Date: July 1, 2009  
Rev.: July 9, 2012  
Reviewed: Nov. 9, 2021; November 17, 2025

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Number: PPD - 0604  
Subject: Graduate Student Assistantships

An assistantship is the normal mechanism for providing a stipend to a graduate student. Assistantships may be funded from institutional funds or sponsored research projects (grants and contracts). The receipt of an assistantship requires that the student work for a specified number of hours each time-reporting period.

Only the Associate Dean for Academic Affairs may assign assistantships; however, the award of an externally funded assistantship also requires the concurrence of the Principal Investigator responsible for the funding and of the student's primary advisor.

The Associate Dean for Academic Affairs will authorize the award of the assistantship in writing with a terminal or renewal date. The Batten School & VIMS will attempt to continue the assistantship as long as the performance of duties within the assistantship and the academic performance of the student remain satisfactory. In no instance will the Batten School & VIMS promise or contract to support any assistantship beyond the specified terminal or renewal date. Assistantships may be cancelled at any time should the funds no longer be available.

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