

Fact Sheet

Graduate Assistantships



Graduate Studies & Research

Effective Fall 2008

August 2008

TYPES OF GRADUATE ASSISTANTSHIPS

- Graduate Teaching Assistants (GAT)
- Graduate Non-Teaching Assistants (GANT)
- Graduate Assistant Research (GAR)

LEVELS OF ASSISTANTSHIPS

- Master's Assistantship
- Doctoral Teaching Assistantship
- Full-time Assistantship (50% university employee)
- Part-time Assistantship (25% university employee)

STUDENT REQUIREMENTS TO HOLD AN ASSISTANTSHIP

Master's GAT, GAR & GANT must have:

- Admission into a master's degree program (only full or probationary admissions allowed). Cannot be a nondegree student
- In good standing with the Graduate School
- Possess an overall graduate gpa of at least a 3.00 for courses completed
- Must be registered every term of assistantship
- Teaching assistants must have completed at least 18 graduate hours in the field to be taught
- Teaching assistants whose native language is not English must have successfully completed the TOEFL.

Doctoral GAT, GAR & GANT must have:

- Admission into a doctoral degree program
- In good standing with the Graduate School
- Possess an overall graduate gpa of at least a 3.00 for courses completed
- Must be registered every term of assistantship
- Teaching assistants must have completed at least 18 graduate hours in the field to be taught
- Teaching assistants whose native language is not English must have successfully completed the TOEFL.

WORKLOAD

Assistants begin work 1st class day and end work last class day of each semester/term. Assistants have the same University holidays and official closings as faculty and staff.

Assistants cannot work overtime or earn comp time and cannot be paid overtime and cannot work more than the requirements listed below.

There is no exception to this procedure.

- Full-time GANT/GAR – works 20 hours per week each semester/term of assistantship
- Full-time GAT – teaches 6 hours of undergraduate courses in the fall/spring semester
- Full-time GAT – teaches 3 hours of undergraduate courses in the summer term

- Half-time GANT/GAR – works 10 hours per week each semester/term of assistantship
- Half-time GAT – teaches 3 hours undergraduate courses each semester/term of assistantship

COURSE LOAD

To be eligible for an assistantship, a student must be enrolled each term of assistantship for the following hours:

- Full-time assistants for fall/spring semesters – 6-13 hours graduate credit
- Half-time assistants for fall/spring semesters – at least 3 hours graduate credit
- Full-time assistants for summer I semester – 3-7 hours graduate credit
- Full-time assistants for summer II semester – 3-7 hours graduate credit
- Half-time assistants for summer I semester – at least 3 hours graduate credit
- Half-time assistants for summer I semester – at least 3 hours graduate credit

TIME LIMIT OF ASSISTANTSHIP

APPOINTMENTS

Master's assistants up to 4 semesters.

Doctoral assistants up to 6 semesters.

Appointments may be extended up to 2 additional semesters at the discretion of the department head.

Summer term assistantships are excluded from this time limit.

ASSISTANTSHIP ORIENTATION

All new assistants (teaching, non-teaching, and research) are required to complete the Graduate Assistantship Orientation. The orientation is an online media presentation and must be completed within the first week of employment. The online orientation is available from the Graduate School's website. Failure to complete the orientation will result in termination of the assistantship.

AWARDING ASSISTANTSHIPS

Assistantships can be awarded for the following time periods:

Fall and spring semesters (9 months)

Summer I & 2 terms (3 months)

Fall or spring semesters only (4 ½ months)

Assistants must maintain an overall graduate gpa of at least 3.00 to continue the assistantship. The appropriate department will be notified if an assistant is not eligible to continue the assistantship.

ASSISTANTSHIP PERSONNEL ACTION FORMS

An assistantship personnel action form (PAF) must be completed by the hiring department for each assistant, prior to the beginning of the semester, if possible.

- Complete only one PAF per assistant for the fall & spring semesters if hiring for 9 months or
- Complete only one PAF per assistant for summer 1 & 2 terms if hiring for all summer (3 month) or
- Complete a PAF form for the single semester/term if hiring for only one semester/term.

Once the student has accepted the assistantship verbally or in writing, the student is obligated to stay in the accepted position until the end of the semester. Failure to remain employed in the position until the end of the semester will result in the loss of the non-resident tuition waiver. Payment of the additional tuition fees will be required.

CHANGE OF STATUS FOR ASSISTANTSHIP

If the status of an assistant changes, complete the "For Change of Status" section of a new PAF and identify the changes. The changes could be one of the following: GANT to GAT; GAT to GANT; Full-time to part-time; Part-time to full-time; account number, or salary.

TERMINATION OF ASSISTANTSHIP

Complete the "For Termination" section of a new PAF if assistant quits or is terminated. The effective date of termination is required as this allows human resources to end salary payment and any benefits.

BENEFITS

Assistants must sign up for payroll and must be informed of insurance benefits when hired. Each assistant must meet with a payroll representative as soon as the assistantship is accepted.

SALARY

GAT & GAR salary payments are distributed once a month, on the 1st working date of each month. GANTs are paid every two weeks and are required to complete a time sheet. Base salary amounts:

Master's Level (full-time)

9 months (fall & spring)	\$8,000-\$14,000
Fall (4 1/2 months)	\$4,000
Spring (4 1/2 months)	\$4,000
Summer (3 months - both summer terms)	\$2,666
One summer term (1 1/2 months)	\$1,333

Master's Level (half-time)

9 months (fall & spring)	\$4,000
Fall (4 1/2 months)	\$2,000
Spring (4 1/2 months)	\$2,000
Summer (3 months - both summer terms)	\$1,333
One summer term (1 1/2 months)	\$666.50

Doctoral Level (full-time)

9 months (fall & spring)	\$10,000- \$16,000
Fall (4 1/2 months)	\$5,000
Spring (4 1/2 months)	\$5,000
Summer (3 months - both summer terms)	\$3,333
One summer term (1 1/2 months)	\$1,666

Doctoral Level (half-time)

9 months (fall & spring)	\$5,000
Fall (4 1/2 months)	\$2,500
Spring (4 1/2 months)	\$2,500
Summer (3 months - both summer terms)	\$1,666
One summer term (1 1/2 months)	\$833

NON-RESIDENT TUITION WAIVERS

Full-time non-resident assistants employed by census date for each semester are eligible to pay resident (in-state) tuition. Once the student has accepted the assistantship verbally or in writing, the student is obligated to stay in the accepted position until the end of the semester. Failure to remain employed in the position until the end of the semester will result in the loss of the non-resident tuition waiver and payment of the additional tuition fees will be required.

PARKING PERMITS

Teaching assistants are eligible to purchase a blue parking permit. The blue parking permit enables teaching assistants to park in green and blue parking zones. A memo from the department awarding the assistant stating the student is a teaching assistant must be presented to the university cashier when purchasing the permit.

ASSESSMENT OF ASSISTANTSHIP

Teaching assistants will be assessed by their students every semester/term and evaluated annually by the department head or faculty supervisor. The evaluations will be maintained in the department office for three years. Assistantships are subject to satisfactory performance of assigned duties, progress toward the degree or program goal and maintaining an overall graduate gpa of at least a 3.00.

Additional information is available in the Graduate Assistant Handbook on our website at <http://www.tamu-commerce.edu/gradschool/GraduateAssistantship/GA%20Handbook.PDF>.

For additional information or clarification please contact:

Vicky Turner
Graduate Studies & Research
903/886-5167 or vicky_turner@tamu-commerce.edu