

## 33.99.08.C0.02 Graduate Assistants



Approved: July 27, 1998  
Revised: March 6, 2017  
Next Scheduled Review: March 6, 2022

---

### Procedure Statement

---

Texas A&M University-Corpus Christi recognizes that providing graduate students with teaching and research assistantships is critical to the success of graduate programs at Texas A&M-Corpus Christi.

---

### Reason for Procedure

---

This procedure outlines the types of graduate assistantships and the requirements for students becoming graduate assistants. The students' responsibilities, their compensation, and the evaluation of their work is also detailed.

---

### Procedures and Responsibilities

---

1. GENERAL
  - 1.1. Assistantships are awards intended to assist students financially during their period of study. They should not interfere with a student's timely and successful progression towards graduation. All graduate assistants are "at will" employees.
  - 1.2. Assistantships must support the educational experience of the student and be related to the student's graduate program.
  - 1.3. Graduate assistant appointments (singularly or in any combination) are for a maximum of 50% FTE to prevent overload working conditions, which may threaten the student's academic progress and the quality of assigned duties.
  - 1.4. Administrative responsibility for graduate assistantships rests within the unit in which the student is employed, in consultation with all other relevant units.
  - 1.5. Graduate teaching assistants who have primary responsibility for teaching a course for credit and/or for assigning final grades must meet certain academic qualifications described below, be under the direct supervision of a faculty

member experienced in the teaching discipline, receive regular in-service training, and be regularly evaluated.

- 1.6. Graduate teaching assistants must reapply for appointment each year, and the assistantship is contingent upon satisfactory progress toward their degree.

## 2. TYPES OF GRADUATE ASSISTANTSHIPS

- 2.1. There are two types of graduate assistantships: Teaching Assistantships and Research Assistantships.

### 2.2. Teaching Assistantships

Teaching Assistants (TAs) are typically responsible for directing lab sections, leading discussion sections, grading assignments and, in some cases, regular classes of courses numbered below 5000. TAs may not teach courses numbered 5000 or above. However, TAs may assist with laboratories for 5000 and 6000 level courses but may not teach or assist with a course in which they are enrolled.

### 2.3. Research Assistantships

Research Assistants (RAs) are responsible for working on research projects in collaboration with, or under the direction of, a faculty or staff member. Duties assigned to RAs may include gathering, organizing, and analyzing data and assisting faculty or non-academic units on campus. Duties assigned to RAs must be relevant to the graduate program and the professional goals of the student. The supervising faculty or staff member determines the students' particular responsibilities and is responsible for monitoring and evaluating their performance.

## 3. QUALIFICATIONS

- 3.1. All graduate assistants must hold a bachelor's degree or the equivalent and be admitted as students for graduate study. They must also be in good academic standing.
- 3.2. Teaching assistants given full responsibility for assigning final grades for a course must have at least 18 hours of graduate coursework in the field of their teaching responsibilities. If the teaching assistant is to be listed as the instructor of record for a class, they must be credentialed by the Office of Assessment, Accreditation, and Compliance before classes are assigned to them. Individual programs/departments/colleges may have additional qualification requirements.
- 3.3. Each employing departmental unit or university office will review the qualifications of all appointees at the time of appointment to ensure compliance with existing university rules and procedures. Any exceptions to the above

procedure must be for demonstrably valid reasons and be approved in advance by the Dean of the College of Graduate Studies. Appeals regarding the Dean of the College of Graduate Studies' decision will be reviewed by the Provost and Vice President of Academic Affairs.

#### 4. EQUAL EMPLOYMENT OPPORTUNITY

All appointments shall be on the basis of qualifications, suitability, and student status, regardless of race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, genetic information, or veteran protected status. All appointments must adhere to the laws and regulations of the State of Texas and The Texas A&M University System Board of Regents.

#### 5. DUTIES

A fundamental responsibility of all graduate assistants is to work closely with their supervisors in carrying out assigned duties and at the same time making satisfactory progress towards the completion of their degree programs. Service assignments for each graduate assistant will be outlined at the time of appointment. Duties may include a range of assignments; the exact duties will depend on the needs of the department, the background and qualifications of the graduate assistant, and the professional goals of the student. Work assignments should take into account both the needs of the department and the graduate student's obligation to make satisfactory progress in his or her chosen academic program.

#### 6. APPOINTMENT

6.1. Offers of assistantships are contingent upon available funds and admission of the applicant to a graduate program and are made by the head of the unit that will employ the graduate assistant. Graduate assistantship appointments are normally made for a 4½ months academic semester, summer term, 9 months, or 12 months. The term of an appointment for a graduate assistant may be based on the period of available grant funding as stated in their initial appointment letter.

6.2. Graduate assistants are required to work on average 20 hours per week (50% FTE). The exact days and hours may vary and should be decided upon in coordination with the Graduate assistant's supervisor prior to the start of the term. Graduate assistants are expected to work throughout the entire employment period in the Fall (August-December) and Spring (January-May) semesters except on university holidays.

6.3. Any deviation from a 20 hours per week (50% FTE) appointment must receive prior approval from the Dean of the College of Graduate Studies.

#### 7. INTERNATIONAL TEACHING ASSISTANTS

The State of Texas requires international graduate students whose native language is not

English to obtain English proficiency certification before serving as teaching assistants. English proficiency certification can be achieved by submitting official test scores indicating satisfactory grades on the English Language Proficiency Examination (ELPE), Test of English as a Foreign Language (TOEFL), or International English Language Testing System (IELTS). This requirement does not apply to a student who has earned a baccalaureate or higher degree from an accredited institution of higher education in the United States, from an institution in another English-only-speaking country, or has successfully completed a university-approved English as a Second Language program.

## 8. COMPENSATION AND BENEFITS

- 8.1. Salary ranges for graduate assistantships are set by the College of Graduate Studies. Individual colleges or employing non-academic units may set the exact salary amount for each assistantship based on the type of degree program and level of academic progression (e.g., pre- vs. post-candidacy for doctoral students), the assigned duties, and other relevant factors.
- 8.2. Graduate assistantships, like other student employee appointments, are considered to be “at will”, temporary appointments and do not qualify for vacation, sick leave, emergency leave, or holiday pay. Social Security and Workers’ Compensation insurance benefits, however, are provided to all student employees. Graduate students who work at least 50% time for four and one-half (4½) months are eligible to participate in group insurance programs. For more information on benefits, see System Policy 31.02 Employee Insurance and Retirement Benefits and System Regulation 31.02.02 Group Insurance Programs.

## 9. RIGHTS AND RESPONSIBILITIES

- 9.1. A graduate assistant is a student employee performing part-time work incidental to academic training in an occupational category that requires all incumbents to be students as a condition of employment. Accordingly, the first priority of a graduate assistant should be satisfactory progress in his/her academic program. At the same time, graduate assistants have responsibilities for satisfactory performance of employment duties.
- 9.2. Graduate assistants are responsible for becoming familiar with general academic procedures in the University Catalog, the Faculty Handbook, and the University Rules and Procedures. These documents are available on the University’s website.
- 9.3. All employees of Texas A&M University-Corpus Christi have the right to file a grievance and/or complaint concerning conditions of employment or treatment by management, supervisors, or other employees. See University Rule 08.01.01.C1 Civil Rights Compliance and University Procedure 32.01.02.C0.01 Complaint and Appeal Process for Non-faculty Employees for further information.

## 10. ENROLLMENT

Each graduate assistant is expected to make steady progress toward the completion of an advanced degree and meet minimum enrollment requirements. Any student employed as a graduate assistant during a regular semester (fall or spring) must be enrolled for at least six (6) hours of graduate coursework in that semester.

10.1. Any student serving as a graduate assistant during the summer term must be enrolled in at least three (3) hours of graduate coursework during the combined summer term.

10.2. Individual programs/departments/colleges may have more stringent credit hour requirements.

## 11. ORIENTATION AND TRAINING

All new graduate assistants will complete Texas A&M University System mandatory TrainTraQ online courses including Title IX training and any safety training required by the courses and undergo a period of orientation prior to beginning work. This orientation will be conducted by the employing department and include an overview of procedures, facilities, duties and university rules and procedures.

## 12. EVALUATION AND CONTINUATION OF EMPLOYMENT

12.1. Each department is responsible for determining procedures for review and evaluation of graduate assistants and for informing graduate assistants of these procedures. The process of evaluation will vary by department and type of assistantship, and may include written assessment of work by an individual faculty member or supervisor, classroom visitation by designated faculty members, and student evaluations. The results of reviews and evaluations should be discussed with the graduate assistant.

12.2. In cases where remedial measures are indicated to improve the graduate assistant's performance, the graduate assistant must be informed of the performance deficiencies and the required changes to resolve the problem. Situations leading to recommendation of dismissal for cause should be described in writing to the graduate assistant, with a copy sent to the college dean or appropriate administrator.

12.3. Decisions regarding the reappointment of graduate assistants will be based on the needs of the institution and the past performance of the graduate assistant. To be reappointed, graduate assistants must have demonstrated satisfactory progress in their academic programs and satisfactory performance of their employment duties at the university.

12.4. Graduate assistant appointments are "at-will," which means that the university or the graduate assistant may terminate the employment at any time. A graduate assistant's continued employment will be in jeopardy for reasons including, but not limited to, failure to meet requirements, loss of funding, unacceptable

performance/conduct, or academic delinquency. All involuntary dismissals must be reviewed by Human Resources prior to implementing a dismissal.

---

## **Related Statutes, Policies or Requirements**

---

System Regulation [08.01.01 Civil Rights Compliance](#)

System Policy [31.02 Employee Insurance and Retirement Benefits](#)

System Regulation [31.02.02 Group Insurance Programs](#)

System Regulation [32.01.02 Complaint and Appeal Process for Non-faculty Employees](#)

System Regulation [33.99.08 Student Employment](#)

System Regulation [33.99.09 Employment of Foreign Nationals](#)

University Rule [08.01.01.C1 Civil Rights Compliance](#)

University Procedure [32.01.02.C0.01 Complaint and Appeal Process for Non-faculty Employees](#)

University Procedure [33.99.08.C0.01 Student Employment](#)

University Procedure [33.99.08.C0.03 Student Internships](#)

---

## **Contact Office**

---

Contact for clarification and interpretation: Provost and Vice President for Academic Affairs  
361-825-2722