33.99.08.R0.03 Graduate Assistantships

Approved April 14, 1998
Revised January 2007
Revised August 10, 2015
Revised October 3, 2018
Next Scheduled Review: October 3, 2023

Procedure Statement

Texas A&M University-Commerce recognizes the importance of Graduate Assistants and their contribution to fulfilling the university’s guiding principles of Diversity, Service, Student Success, Stewardship, Globalization, Scholarship, and Communication.

Reason for Procedure

This procedure supplements University Procedure 33.99.08.R0.01 Student Employment in regard to Graduate Assistants employed by A&M-Commerce.

Procedures and Responsibilities

1 Assistantships at A&M-Commerce are support positions for teaching, research, or other institutional services.

2 Applicants for such positions must satisfy both university and departmental requirements. To be eligible, the student must be enrolled in graduate courses at A&M-Commerce and be admitted to a graduate program (master/specialist/doctoral) in an academic department. Academic and/or creative excellence, maturity, and experience are among the qualifications considered in the appointments.

3 The awarding of assistantships is considered a staffing function of the department making such appointments. A&M-Commerce is an equal opportunity/affirmative action employer committed to providing equal employment opportunities to all persons regardless of race, color, sex, religion, national origin, age, disability, or veteran status. Furthermore, A&M-Commerce will maintain an environment free from discrimination on the basis of sexual orientation, gender identity or gender expression. Individuals from underrepresented racial, ethnic and gender groups are encouraged to apply.

4 Salaries for graduate assistantships are set by the Provost and Vice President for Academic Affairs after consultation with the Dean of the Graduate School.
5 Individuals holding full-time assistantships may have out-of-state fees waived in accordance with University Procedure 26.01.99.R0.03 Waiver of Non-Resident Tuition and Fees for Graduate Assistants.

6 Full-time Graduate Assistant employees shall work 20 hours per week or teach six hours per term while taking graduate classes. Half-time Graduate Assistants employees shall work 10 hours per week or teach three hours per term while taking graduate classes. The summer teaching load is three hours per term for full-time graduate assistants. A lesser assignment is possible with a reduced salary. (University Rule 33.99.08.R1 Student Employment)

7 The course load for graduate assistants must be in accordance with University Procedure 13.99.99.R0.38 Graduate Student Course Load.

8 Assistantships may be held for a maximum of four semesters (exclusive of summer sessions) for students in a degree program consisting of less than 60 semester hours. Assistantships may be held for a maximum of six semesters (exclusive of summer sessions) for students in a degree program consisting of 60 semester hours or more.

8.1 Appointments can be extended for up to two semesters at the discretion of the department head. Exceptions exceeding these time limits must be approved by the Dean of the Graduate School.

9 Selection of graduate assistants teaching a course for credit must follow the Southern Association of Colleges and Schools Commission on College (SACSCOC) Principles of Accreditation Comprehensive Standard 3.7.1, SACSCOC, Faculty Credentials Guidelines and A&M-Commerce procedures as outlined below.

10 Graduate assistants who are instructors of record of a course for credit and/or for assigning final grades for such a course, must:

10.1 Be under the direct supervision of a faculty member experienced in the teaching field and receive regular in-service training.

10.2 Be evaluated on an annual basis, according to A&M-Commerce Procedure 12.99.99.R0.11 Annual Evaluation of Adjunct Faculty and Graduate Assistants with Teaching Responsibilities.

10.3 Have earned at least 18 graduate semester hours in their teaching field.

10.4 Demonstrate a sufficient level of oral and written proficiency if their native language is other than English.

11 Graduate assistants having responsibility for assisting the instructor of record with a zero-credit lab, such as a science lab associated with a classroom science course, must:

11.1 Be under the direct supervision of the instructor of record.

11.2 Be evaluated on a semester basis by his/her faculty supervisor.
11.3 Have had completed at least 12 hours of graduate or upper-level undergraduate coursework directly related to the undergraduate course being taught.

11.4 Have satisfactory completion of lab safety and supervision training.

11.5 Demonstrate a sufficient level of oral and written proficiency if their native language is other than English.

12 Graduate assistants admitted to a master’s or specialist program and assigned as instructional assistants in graduate courses cannot grade graduate student work, nor have access to graduate student grades.

13 Once an assistantship is offered and the graduate student has accepted the position verbally or in writing, the student has an obligation to stay in that position for the duration of the semester. Any appointment is subject to satisfactory performance of assigned duties, progress toward the degree or program goal, and maintenance of a 3.0 graduate grade point average. Appropriate corrective action may be initiated by the department head at any time during the semester. In case of termination, the graduate assistant has the right to appeal in accordance with 33.99.08.R1.01 Student Employee Grievance and Appeal Procedure.

Graduate assistants may have their assistantship terminated for any of the following:

13.1 Failing to abide by the appointment conditions;

13.2 Failing to perform tasks as assigned;

13.3 Failing to make adequate degree progress;

13.4 Being placed on Academic Probation;

13.5 Failing to make adequate research progress;

13.6 Failing to maintain minimum registration;

13.7 Repeatedly refusing to complete assigned tasks in assistantship obligations;

13.8 Violation of the standards of student conduct in accordance with 13.02.99.R0.06 Standards of Student Conduct;

13.9 Failing to comply with responsibilities as an employee set forth in university procedures, department rules governing assistantships, or the terms of sponsored research agreements that fund the assistantship.

14 Persons holding assistantships have the right to develop to the best of their ability, both academically and professionally, to be treated fairly and with respect, to be asked only to perform tasks directly related to the assistantship, and to work only 20 hours or less per week. It is the responsibility of the assistant to conduct, in a professional manner, such duties as may be reasonably assigned by the Department Head or supervisor.
15 Individuals holding teaching assistantships will be assessed by their students every semester and evaluated annually by the Department Head or faculty supervisor in accordance with 12.99.99.R0.11 Annual Evaluation of Adjunct Faculty and Graduate Assistants with Teaching Responsibilities.

16 Tuition Remission – Tuition Obligation When Students Leave Assistantship

A student who resigns his/her graduate assistantship or whose graduate assistantship is terminated before at least three-fourths of the academic term/semester is completed loses a portion of the tuition remission and is responsible for the tuition payment.

Related Statutes, Policies, or Requirements

System Regulation 33.99.08 Student Employment

University Rule 33.99.08.R0.01 Student Employment

University Procedure 08.01.01.R2 Civil Rights Compliance

University Procedure 12.99.99.R0.11 Annual Evaluation of Adjunct Faculty and Graduate Assistants with Teaching Responsibilities

University Procedure 13.99.99.R0.38 Graduate Student Course Load

University Procedure 26.01.99.R0.03 Waiver of Non- Resident Tuition and Fees for Graduate Assistants

University Procedure 33.99.08.R0.02 Student Employee Grievance and Appeal Procedure

Suspends University Procedure 11.04.99.R0.12 Master’s and Doctoral Assistantships

Contact Office

The Graduate School
903.886.5163