

Graduate Assistantship Fact Sheet



Graduate School

July 2019

TYPES OF GRADUATE ASSISTANTSHIPS

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

LEVELS OF ASSISTANTSHIPS

- Master's/Specialist Assistantship (full-time/half-time)
- Doctoral Assistantship (full-time/half-time)

REQUIREMENTS TO HOLD AN ASSISTANTSHIP (GAT, GAR & GANT)

- Admission:
 - **Master's/Specialist** must have full or conditional admission into a master's degree program. Cannot have provisional admission or be a non-degree student.
 - **Doctoral** must have full admission into a doctoral program. Cannot be a non-degree student.
- Must be 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 listed as Teacher of Record (TOR) must have completed at least 18 graduate hours in the field to be taught
- Teaching Assistants associated with zero-credit labs must have completed 12 graduate or upper-level undergraduate hours directly related to course being taught.
- Teaching Assistants listed as Teachers of Record (TOR) are required to complete A&M-Commerce Teaching Academy.
- Graduate students whose native language is other than English must demonstrate a sufficient level of oral and written proficiency (successfully pass TOEFL) before they may be awarded a teaching assistantship.
- Research Assistants are required to successfully complete the Responsible Conduct in Research Scholarship training.

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. Assistantship positions must be held on one of the A&M-Commerce campuses.

Assistants cannot work overtime, earn comp time or be paid overtime. Graduate Assistants 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 a 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 – minimum of 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 – minimum of 3 hours graduate credit
- Half-time assistants for summer II semester – minimum of 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 assistantships are excluded from this time limit)

AWARDING ASSISTANTSHIPS

Assistantships can be awarded for the following time periods:

Fall and Spring semesters (9 month)
Fall or Spring semesters only (4 ½ month)
Summer I and/or Summer II terms (1 ½ month or 3 month)
Fall, Spring and Summer (12 month)

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

GA HIRING PROCESS

A Graduate Assistant must complete the hiring process in HR through Workday prior to the beginning of the 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 could result in the loss of the non-resident tuition waiver and tuition remission. Payment of the additional tuition fees will be required.

CHANGE OF STATUS FOR ASSISTANTSHIP

If the status of an assistant changes, the position must be updated through Workday for Graduate School approval.

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. Approved salary ranges:

Master's Level (full-time)

9 months (fall & spring)	\$8,000-\$16,000
Fall or Spring (4 1/2 months)	\$4,000-\$8,000
Summer (3 months)	\$2,666-\$5,328
Summer (1 1/2 months)	\$1,333-\$2,664

Master's Level (half-time)

9 months (fall & spring)	\$4,000-\$8,000
Fall or Spring (4 1/2 months)	\$2,000-\$4,000
Summer (3 months)	\$1,333-\$2,666
Summer (1 1/2 months)	\$666.50-\$1,333

Doctoral Level (full-time)

9 months (fall & spring)	\$10,000-\$18,000
Fall or Spring (4 1/2 months)	\$5,000-\$9,000
Summer (3 months)	\$3,333-\$5,994
Summer (1 1/2 months)	\$1,666-\$2,997

Doctoral Level (half-time)

9 months (fall & spring)	\$5,000-\$9,000
Fall or Spring (4 1/2 months)	\$2,500-\$4,500
Summer (3 months)	\$1,666-\$2,997
Summer (1 1/2 months)	\$833-\$1,666

NON-RESIDENT TUITION WAIVERS

Full-time non-resident assistants employed by census date for each semester (12th class day fall/spring and 4th class day summer) 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.

GAT & GAR TUITION REMISSION

Full-time GATs and GARs are eligible to receive tuition remission for 6 graduate hours. GATs and GARs must be on payroll by the 12th class day of the Fall/Spring semester and 4th class day of the Summer semesters to be eligible to receive remission.

Fall/Spring (full time): must be registered for a minimum of 6 graduate hours to be eligible to receive a maximum of 6 hours tuition remission.

Summer I & II (full time): Summer I and II are considered one semester. GARs/GATs must be registered for a minimum of 6 graduate hours in either Summer I, Summer II or combined to be eligible to receive a maximum of 6 hours tuition remission.

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.

ASSISTANTSHIP ORIENTATION

All new graduate 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 will be assigned to all new GAs in TrainTraq at the completion of the hiring process. Annual completion of the orientation will be required for the duration of the assistantship. Failure to complete the orientation may result in termination of the assistantship.

TRAINING REQUIREMENTS

Graduate Assistant Research (GAR):

All Graduate Research Assistants are required to successfully complete the **Responsible Conduct in Research and Scholarship (RCR) training** through CITI before the GAR position will be approved in Workday by the Graduate School and before beginning any research project.

Information about RCR training is available online at <http://www.tamuc.edu/research/compliance/training/default.aspx>.

(GAR hire date cannot be prior to RCR completion date)

Graduate Assistant Teaching (GAT):

Beginning in Fall 2019, Teaching Assistants who are new Teachers of Record (TOR) are required to successfully complete the **A&M-Commerce Teaching Academy**.

The A&M-Commerce Teaching Academy supports the GAT-TOR by familiarizing them with effective instructional pedagogy for adult learners and building teaching efficacy. Participation in the Teaching Academy will begin one week prior to the first-class day of the fall and spring semesters. During the semester, Academy participants will attend instructional sessions once per week. After successfully completing Teaching Academy requirements, participants will receive a certificate of completion.

PARKING PERMITS

Graduate Assistants (GANT, GAT, & GAR) are only eligible to receive green parking permits.

TERMINATION OF ASSISTANTSHIP

The GA position must be terminated/ended through Workday if an assistant quits or is terminated. The effective date of termination is required as this allows human resources to end salary payment and any benefits.

LEARN MORE: tamuc.edu/gradSchool/funding

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