

Fact Sheet

Graduate Assistantships



Graduate School

May 2016

TYPES OF GRADUATE ASSISTANTSHIPS

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

LEVELS OF ASSISTANTSHIPS

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

STUDENT REQUIREMENTS TO HOLD AN ASSISTANTSHIP

GAT, GAR & GANT must have:

- 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.
- 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 instructor of record 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.
- 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 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 II 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 may result in termination of the assistantship.

TRAINING REQUIREMENTS

All Graduate Assistants Research (GARS) are required to successfully complete the Responsible Conduct in Research and Scholarship (RCR) training before beginning any research project. This training must be completed before the EPA is approved. Information about RCR training is available online at <http://www.tamu-commerce.edu/gradschool/research/ethics.asp>.

AWARDING ASSISTANTSHIPS

Assistantships can be awarded for the following time periods:

Fall and spring semesters (9 months)

Summer 1 & 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.

EMPLOYEE PAYROLL ACTION

An employee payroll action form (EPA) must be completed by the hiring department for each assistant, prior to the beginning of the semester/term, if possible.

- Complete a EPA for each assistant for each semester and/or term that the assistant will be employed. Graduate assistantships are only available for fall and spring and summer I and II if funds are available.

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, an EPA must be submitted to identify changes and approved by the Graduate School.

TERMINATION OF ASSISTANTSHIP

An EPA must be submitted if an assistant quits or is terminated and approved by the Graduate School. 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-\$16,000
Fall (4 1/2 months)	\$4,000-\$8,000
Spring (4 1/2 months)	\$4,000-\$8,000
Summer (3 months - both summer terms)	\$2,666-\$5,328
One summer term (1 1/2 months)	\$1,333-\$2,664

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-\$18,000
Fall (4 1/2 months)	\$5,000-\$9,000
Spring (4 1/2 months)	\$5,000-\$9,000
Summer (3 months - both summer terms)	\$3,333-\$5,994
One summer term (1 1/2 months)	\$1,666-\$2,997

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.

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 12 class day of the semester to be receive remission. Each GAT and GAR receiving remission must complete the Graduate Assistant Research Accountability Summary Report and submit to Graduate Studies. GARs are required to present their research and accomplishments at the Graduate Assistant Research Symposium.

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 enroll in one of the below combinations to be eligible to receive a maximum of 6 hours tuition remission:

- 6 hours in Summer I (hired as full time GAR/GAT in Summer I only) or;
- 6 hours in Summer II (hired as a full time GAR/GAT in Summer II only) or;
- 3 hours in Summer I and 3 hours in Summer II (hired as a full time GAR/GAT in Summer I & Summer II) or;
- 3 hours in Summer I or II plus 3 hours consisting of one course which is all summer long (hired as GAR/GAT for both Summer I and Summer II with coursework spanning the entire summer).

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 can be found on the Graduate Studies website at tamuc.edu/GraduateSchool.

For additional information or clarification please contact:

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