Policy Name: Graduate Assistantships

Policy Number: 6.12

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: July 25, 2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Definitions, guidelines and requirements for graduate assistantships

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- Change in law
- Response to audit finding
- Internal Review
- Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: update titles and processes

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
Stephen F. Austin State University offers three types of graduate assistantships (GAs):

**Teaching Assistantship** - A Graduate Teaching Assistant (GTA) works with students in a specific course or laboratory to provide support for the faculty member in charge, and, in some cases, to teach the course as the primary instructor, under the guidance of a faculty member.

**Research Assistantship** - A Graduate Research Assistant (GRA) is normally employed by the principal investigator of a funded research project or may be employed by an academic department in the pursuit of its broader research mission. The GRA will be assigned a range of duties, such as library searches, fieldwork, laboratory experiments, and preparation of reports. Work on a research project often leads to a thesis or dissertation or a professional presentation or publication, and provides long-range direction for the student's development as a scholar.

**Administrative Assistantship** - A Graduate Administrative Assistant (GAA) works with the administrative staff of a department, college, or campus office primarily in gathering, organizing, and analyzing information. The duties should be more advanced than those performed by undergraduate student assistants.

To be eligible for a GA, a student must have clear or provisional admission to the graduate school and the academic unit, and be in good academic standing. GAs assigned at the 50% rate (50% = full GA) are obligated to the academic unit to which they are assigned for approximately 320 hours per semester or twenty (20) clock hours per week. Those assigned to other percentages are obligated for a proportionate number of clock hours. GA work times and schedules are determined by the needs of the academic unit or department. The academic unit or department head is responsible for the selection, training, assignment of duties, and supervision of the GAs.

A GA must be enrolled for at least six semester credit hours (SCH) of graduate courses in a fall or spring semester, or three SCH in the summer. Should a GA fall below the required SCH minimum, the GA will not be eligible for an assistantship the following semester.

A GA who receives veteran's benefits or other resources may be required to take nine hours in a fall or spring semester in order to receive the additional benefits. A student eligible for additional benefits should consult the source of the additional funding to determine the number of hours he/she must be enrolled to receive the benefits.

A student must be approved for an assistantship by the academic unit head, dean, director of human resources, and dean of research and graduate studies. Appointment as a GA requires a clear background check and is completed only after the candidate has attended a mandatory new employee orientation session in the Department of Human Resources. All GAs must also complete an online GA Orientation module within their first month of employment. Except for students in the
Ed.D., Ph.D. and M.F.A. programs, or externally funded grant programs, a student normally may receive an assistantship for no more than four long semesters and two full summers.

**Cross Reference:** Graduate Bulletin

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Dean of Research and Graduate Studies

**Forms:** Application Form for Graduate Assistantships (available on the ORGS website and from the office of the academic unit head)

**Board Committee Assignment:** Academic and Student Affairs