

33.99.08.R0.03 Graduate Assistantships

Revised March 16, 2021

Next Scheduled Review: March 16, 2026



Procedure Summary

East Texas A&M University recognizes the importance of Graduate Assistants and their contribution to fulfilling the university's mission of Educate, Discover, and Achieve.

This procedure supplements University Procedure *33.99.08.R0.01 Student Employment* in regard to Graduate Assistants employed by the University.

Procedures and Responsibilities

- 1 Assistantships at the University 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 the University 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. The University will provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and encourages and maintains programs for building diversity in potential candidate pools. (See University Rule 08.01.01.R2)
- 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 semester credit hours per term while taking graduate classes. Half-time Graduate Assistant employees shall work 10 hours per week or teach three semester credit hours per term while taking graduate classes. The summer teaching load is three semester credit 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 Assistantship Term Limits
 - 8.1 Master's/specialist assistantships may be held six semesters (exclusive of summer sessions) for students in a degree program consisting of less than 60 semester hours. Appointments may be extended for up to two semesters (eight semesters maximum) with the approval of the Dean of the Graduate School.
 - 8.2 Master's/specialist assistantships may be held for a maximum of eight semesters (exclusive of summer sessions) for students in a degree program consisting of 60 semester hours or more. Appointments may be extended for up to two semesters (ten semesters maximum) with the approval of the Dean of the Graduate School.
 - 8.3 Doctoral assistantships may be held for 10 semesters (exclusive of summer semesters) for students in a doctoral degree program. Appointments may be extended for up to two semesters (12 semesters maximum) with the approval of 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 Colleges (SACSCOC) *Principles of Accreditation* Comprehensive Standard 6.2.a, SACSCOC, *Faculty Credentials Guidelines* and university 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 University 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 The hiring department has been designated as the responsible party for verifying that each Graduate Assistant Teaching (GAT) associated with a zero-credit lab, such as a science lab associated with a classroom science course, has met the requirements listed below:
 - 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 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

- 16.1 Full-time GATs and Graduate Assistant Research (GAR) are eligible to receive tuition remission for a maximum of six graduate hours per term. GAT's and GAR's must only be on payroll by the 12th class day of the Fall/Spring semester and 4th class day of the Summer semester to be eligible to receive remission. Tuition Remission does not include out-of-state tuition, student fees, or other fees.
- 16.2 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*

Revision History

Approved April 14, 1998

Revised January 2007

Revised August 10, 2015

Revised October 3, 2018

Revised November 7, 2024 (University Name Update)

Contact Office

The Graduate School
903.886.5163