

GRADUATE ASSISTANTSHIP HANDBOOK

Academic Year 2016 – 2017



TEXAS A&M
UNIVERSITY
CORPUS
CHRISTI

COLLEGE OF
GRADUATE
STUDIES

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Purpose of Graduate Assistantships

Graduate students are defined by the Texas Higher Education Coordinating Board as “Any student who is pursuing a program, or has a bachelor's degree and is enrolled in courses which are normally part of a program, leading to a graduate or professional degree or certificate at an institution of higher education and has successfully completed the equivalent of at least three years of full-time study at an institution of higher education either prior to entrance into the program or as part of the program itself.”

The College of Graduate Studies (CGS) recognizes that providing graduate students with teaching and research assistantships is critical to the success of graduate programs at Texas A&M University-Corpus Christi. The principles that guide these assistantships are:

- Graduate assistants (GAs) are primarily students, not employees; successful completion of the academic program is the top priority for both the student and the institution.
- Assistantships are awards intended to assist students financially during their period of study. They should not interfere with a student’s timely and successful progression towards graduation, and are not contracts for employment.
- Assistantships should support the educational experience of the student and be related to the student’s graduate program. The student’s major advisor, department chair, dean, and graduate dean should approve appointments to positions outside the student’s academic program.
- Graduate assistant appointments are normally for a maximum of 50% Full-Time Equivalent (FTE) during regular semesters to prevent overload working conditions, which may negatively impact the student’s academic progress and the quality of assigned classroom duties.

Types of Graduate Assistantships

There are two types of graduate assistantships: Graduate Teaching Assistantships and Graduate Research Assistantships. Funding sources for these assistantships are listed below.

Assistantship Type	Funding Sources
Graduate Teaching Assistants	College of Graduate Studies Individual Colleges Research Centers
Graduate Research Assistants	External Grants and Contracts Individual Colleges Research Centers Non-Academic Units (Library, HR, IT, etc.)

Teaching Assistantships

Graduate Teaching Assistants (GTAs) are typically responsible for directing lab sections, leading discussion sections, grading assignment and, in some cases, regular classes of courses numbered below 5000. GTAs may not teach courses numbered 5000 or above, unless they were granted graduate faculty status via special appointment by the Graduate Dean in writing **prior** to the start of the semester in which they are scheduled to teach. Graduate faculty status will be granted to GTAs only in rare and exceptional cases and will require a thorough justification by their College Dean. However, GTAs may assist with laboratories for 5000 and 6000 level courses, but may not teach or assist with a course in which they are enrolled. Whatever their instructional responsibilities, GTAs must be supervised by a faculty member who is responsible for monitoring and evaluating their performance. GTAs who have no prior teaching experience should be given some form of training before being allowed to teach. According to the regulations of the Southern Association of Colleges and Schools, those teaching assistants given full responsibility for a class must have at least 18 hours of graduate work in the field of their teaching responsibilities and must be credentialed to teach by the Division of Academic Affairs. Individual programs/departments/colleges may have additional qualification requirements.

Research Assistantships

Graduate Research Assistants (GRAs) are responsible for working on research projects in collaboration with or under the direction of a faculty or staff member. Duties assigned to Research Assistants may include gathering, organizing, and analyzing data, grading papers, and assisting faculty or non-academic units on campus. Whatever their responsibilities, duties assigned to GRAs must be relevant to the graduate program and the professional goals of the student. The supervising faculty or staff member determines the students' particular responsibilities and is responsible for monitoring and evaluating their performance. Many GRAs are funded through extramural grants and contracts; therefore, the research is often closely tied to the objectives of the grant proposal.

Qualifications

All graduate assistants must hold bachelor's degrees or the equivalent and be admitted as students for graduate study. They must also be in good academic standing with a GPA of 3.0 or above based on the last 60 semester credit hours (or equivalent) of undergraduate work and any previous work in a graduate or professional school and meet minimum enrollment requirements outlined below. Appointments are normally given to those students who have shown superior aptitude in their field of study and who appear likely to render a high quality of service to the university by their teaching or research activities or their administrative work in a unit.

Any exceptions must be for demonstrably and documented valid reasons and be approved in advance by the Dean of Graduate Studies. Each employing departmental unit or university

office will review the qualifications of all appointees at the time of appointment to ensure compliance with existing policies. The departmental unit or university office is encouraged to consult with the College of Graduate Studies if necessary.

All appointments will be reviewed in the College of Graduate Studies to ensure minimum criteria are met.

Application Process

Students are encouraged to inquire with the coordinator of their graduate programs to check assistantship availability. Graduate students interested in becoming Teaching Assistants in the First-Year Seminar Program should contact the Director of the University Core Curriculum Program for information.

Additionally, the following units may hire graduate assistants. This is not an inclusive list.

College of Graduate Studies	Computer Services
Center for Coastal Studies	Garcia Education Center
Center for Water Supply Studies	Library Operations
Conrad Blucher Institute for Surveying and Science	Office of Student Engagement and Success
Office of Marketing and Communications	Office of the Provost
Office of Assessment & Continuous Improvement	Office of Student Engagement and Success
Office of Student Financial Assistance	Research, Commercialization, and Outreach
Career Services	Harte Research Institute for Gulf of Mexico Studies
Coastal Bend Business Innovation Center	

Out-of-State Tuition Waivers (see also Appendix B)

According to the Texas Education Code, Section 54.212, non-resident students receiving a 50% FTE graduate assistantship and the spouse and children of these students will receive in-state tuition and fees at the rate charged to Texas residents for the semester in which they hold the assistantship appointment. To receive in-state tuition rates, students must maintain a graduate course load of at least 6 hours during long semesters or 3 hours during the summer session. Individual programs/departments/colleges may have additional qualification requirements (see section “Enrollment Requirements” below).

- Out-of-state tuition waivers will be rescinded if:
 - a student **registers for too few hours** or
 - does not work in the qualifying position **by the 12th class day of long semesters and the 4th class day of summer semesters.**

- All out-of-state tuition waiver forms must be submitted to the College of Graduate Studies **by the first class day of the academic term** for which in-state tuition is requested.

To request an out-of-state tuition waiver,

1. download and complete the “Graduate Assistant In-State Tuition Form” available at <http://gradschool.tamucc.edu/forms/GradAssistant/GradAssistExemption.pdf>.
2. submit the completed form to the College of Graduate Studies for processing.

This form must be completed **once every fiscal year**.

GAs appointed for more than one semester will receive notification from CGS in November to complete and submit a **reaffirmation form** online, confirming their eligibility to receive in-state tuition. **The reaffirmation form must be completed every semester** and is required to retain eligibility for in-state tuition. The form can be accessed at:

http://gradschool.tamucc.edu/TA_RA_waiver_request.html.

NOTE: Termination of the student’s employment (voluntary or involuntary) during the semester may result in revocation of the exemption, recalculation of tuition at the nonresident rate, and immediate payment of the tuition due.

Tuition Assistance

Graduate research assistants on 50% FTE appointments, who are funded through external grants or contracts may receive tuition assistance for each semester or summer term during which they are employed, provided that funds are available in the contract or grant.

In order to cover a graduate assistant’s tuition, the GA’s supervisor will need to work with the college Business Manager or Coordinator and complete a [Scholarship/Fellowship/Stipend Request Form](#), which includes the grant account number, amount being paid, and whether the funding source allows payment of tuition and fees or tuition only. The completed form is then sent by the Business Manager or Coordinator to the Division of Research, Commercialization and Outreach for approval and submitted to the Bursar’s Office for processing. Tuition assistance is credited towards the prevailing standard in-state credit hour rate at the time the class is taken. Please see the Graduate Catalog <http://catalog.tamucc.edu/> for a current schedule of tuition and mandatory fees.

Responsibilities of Graduate Assistants

A fundamental responsibility of **all** graduate assistants is to work closely with their supervisors in carrying out assigned duties and at the same time making satisfactory progress towards the completion of their degree programs. Service assignments for each teaching assistant will be outlined at the time of appointment.

Orientation

The dual role of graduate assistants as students and staff necessitates a review and understanding of University Rules and Regulations that provide guidance and direction for handling complaints. All Graduate Assistants are responsible for becoming familiar with general academic procedures in the University Catalog, the Faculty Handbook, the Student Handbook and Code of Conduct, and the University's Handbook of Rules & Procedures. A copy of the Faculty Handbook is available online at:

http://academicaffairs.tamucc.edu/faculty_handbook.html.

A copy of the University's Handbook of Rules & Procedures is available online at:

http://academicaffairs.tamucc.edu/Rules_Procedures/index.html.

A copy of the Student Handbook and Code of Conduct is available online at:

<http://studentaffairs.tamucc.edu/handbook.html>.

All Graduate Teaching Assistants are also required to attend mandatory training sessions before the start of classes and complete the TAMUS [mandatory online training](#) within 30 days of appointment, in accordance with TAMUS Regulation 33.05.02, Required Employee Training. Details and dates of these training sessions will be indicated in the GA appointment letter and can be found on the CGS website as well.

Enrollment Requirements

Any student serving as a graduate assistant with a 50% FTE appointment during **regular terms** (fall and spring) that is paid in part or in full from **funds provided by the College of Graduate Studies or is employed by the College of Science and Engineering (CSE)** must be **enrolled** for at least **9 hours of graduate coursework** in that semester. Individual programs/departments/colleges may have additional credit hour requirements.

Any student serving as a GA with a 50% (FTE) appointment during the **regular terms** that is **paid by direct University allocations to colleges, special appropriations, or external funds** (grants, contracts, fellowships, etc.) must be **enrolled** for at least **6 hours of graduate coursework** in that semester. **Individual programs/departments/colleges may have additional credit hour requirements (see table below).**

Any student serving as a GA during the **summer term** that is paid for by CGS provided funds, direct University allocations to colleges, special appropriations, or external funds (grants, contracts, fellowships, etc.) must be **enrolled** for at least **3 hours of graduate coursework** during the combined summer term. Individual programs/departments/colleges may have additional credit hour requirements.

Funded or employed by	Enrollment Requirement (Credit Hours)		
	Fall	Spring	Summer (combined)
College of Graduate Studies	9	9	3
College of Science and Engineering			
University Allocations to Colleges	6	6	3
External Grants and Contracts	6 (9 for CSE)	6 (9 for CSE)	3
Other	6	6	3

If a student fails to maintain any of the above enrollment requirements throughout the semester (i.e., by dropping a course), her/his assistantship will be terminated unless the drop occurred with the approval of the student's graduate committee and an exception was granted in advance by the Dean of the College of Graduate Studies.

Workload Requirements

Graduate assistants are required to work on average 20 hours per week (50% FTE). The exact days and hours may vary and should be decided upon in coordination with the GA's supervisor prior to the start of the term. GA appointments below 50% FTE are discouraged, because employment at less than 50% FTE will make students ineligible for in-state tuition and employee benefits.

The workload for a **50% FTE Graduate Teaching Assistant is 6 workload credits per semester** or combined summer session. For Graduate Teaching Assistants, workload credits will be assigned to teaching activities as described below.

- Lecture and Seminar Courses: workload credit is equal to the credit hour value of the course (e.g., 3 semester credit hour (SCH) course section = 3 workload credits).
- Lecture/Lab Courses: workload credit for the lecture portion of a lecture/lab course is equal to the contact hours assigned to the lecture portion of the course in the University Catalog (e.g., lecture portion of a 2:3 contact hour lecture/lab course = 2 workload credits).
- Laboratory Instruction, Music Ensemble, Studio Art: workload credit is equal to the instructional contact hours per week (e.g., 3 contact hour lab section = 3 workload credits, 6 contact hour art studio = 6 workload credits).

Graduate Teaching Assistants **may not be appointed at more than 50% FTE** during regular semesters.

Graduate Research Assistants may be appointed for greater than 50% FTE employment during the summer term **with prior CGS approval**.

Graduate Research Assistants who are supported by direct University allocations to colleges, special appropriations, or external funds (grants, contracts, fellowships, etc.) may be appointed, **with prior CGS approval**, for greater than 50% FTE during regular semesters in extremely

unusual, **one-time cases**, which are justified by significant institutional needs, such as a deadline for meeting grant/contractual requirements.

Annual Reporting

Upon completion of the student's assignment, a report will be due to the College of Graduate Studies. This report should include the following:

- Student Assignment(s)
- Student Accomplishment(s)
- Recommendations(s) for future funding
- Annual Evaluation Form (see Appendix C)

Graduate Assistants who do not complete the annual report will not be reappointed for the following year.

International Graduate Assistants

Language Proficiency

The State of Texas requires international graduate students whose native language is not English to obtain English proficiency certification before serving as graduate teaching assistants. English proficiency certification can be achieved by submitting official test scores (see below for minimum scores) on the English Language Proficiency Examination (ELPE), Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). This requirement does not apply to a student who has earned a baccalaureate or higher degree from an accredited institution of higher education in the United States, from an institution in another English-only speaking country.

1. **ELPE:** A minimum score of at least 80 on each of the six sections of the English Language Proficiency Examination is required. See <http://dars.tamu.edu/Testing/ELPE>
2. **TOEFL:** A minimum paper-based score of 550, the equivalent computer-based score of 213, or the equivalent internet-based score of 80, is required. The institution code for Texas A&M University – Corpus Christi is 6849. See: <http://www.ets.org/toefl>
3. **IELTS:** A minimum score is an overall band score of 6.5 on the Academic Examination. For Teaching Assistants, a Speaking Score of at least 7.0 is recommended. IELTS General Training results are not acceptable. There is no institution code for the IELTS examination. See: <http://www.ielts.org/>

International students' knowledge of the specific fields in which they may work as graduate assistants, and their command of the English language to a degree appropriate to the demands of the assignment, should be evaluated thoroughly by faculty supervisors before awards are made. **Newly arrived international teaching assistants should not be placed in freshman**

sections. International graduate students must comply with all university, local, state, and federal regulations including but not limited to visas, international student fees, employment, health insurance, and other requirements that may arise.

Visas and workload

Immigration regulations generally limit international students on F-1 visas to a 50% FTE workload during the fall and spring semesters, while classes are in session. The 20-hour limit does not apply during Spring Break, the break between the fall and spring semesters, and the summer. The Office for International Students can provide additional information regarding employment of international students: <http://oie.tamucc.edu>.

Administration of Graduate Assistantships

Appointments and Reappointments of Graduate Assistants (see also Appendix A)

Offers of assistantships are contingent upon available funds and admission of the applicant to a graduate program and are made by the head of the unit that will employ the graduate assistant. Graduate assistantship appointments are normally made for a 4½ months academic semester, summer term, 9 months, or 12 months. The term of an appointment of a Graduate Research Assistant may be based on the period of available grant funding.

It is the responsibility of the hiring department to provide the student with an official letter of appointment using the template provided in the Appendix (Appendix D). This letter will include information on the terms of the assistantship and must be explicit and clear with respect to workload expectations.

A newly hired Graduate Assistant cannot begin work until an I-9 Employment Eligibility Verification form and supporting documentation have been processed. All offers of employment are contingent upon an acceptable background investigation. It is recommended that the hiring department submit the [required criminal background check forms](#) to the Office of Human Resources prior to making an offer of employment. All employees, including Graduate Assistants, must report to their supervisors any arrests, criminal charges or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. In addition, the hiring department must:

- create and maintain a job description for each graduate assistant,
- ensure that all student employees comply with mandatory training requirements not later than 5 days from assuming their employment (i.e., Ethics, Information Security Awareness, and Creating a Discrimination Free Workplace),
- establish a work schedule and ensure that the job duties for each graduate assistant are appropriate for the job code and title used,
- train graduate assistants on departmental procedures, and

- maintain adequate time records as supporting documentation for the department's payroll voucher and submit payroll to the appropriate office.

Reappointments are at the discretion of the department or university office in which the student is employed. In order to be considered for a reappointment, students holding assistantships must have maintained a cumulative grade-point average of 3.0 on all graduate-level coursework and received acceptable evaluations from their supervisors. Students must also satisfy the minimum enrollment requirements outlined above and must make satisfactory progress toward their degrees.

Training and Support

Each department employing graduate assistants will provide systemic, ongoing training. Such training may take the form of a course in teaching the subject involved, which a GTA will take during the first semester of work. Training may also include an introduction to new field or laboratory techniques or other tasks assigned to the GA. In some cases, it will also involve mentoring assignments, with opportunities for observation of senior faculty in the classroom and meetings to review such things as course syllabi, grading, classroom decorum, and lecture styles. The nature of training activities will vary from department to department, but each unit will be responsible for a plan that ensures each graduate assistant such support as will provide maximum opportunity for professional development.

The academic unit responsible for a graduate assistant will provide her/him with such support (access to office space, computers, telephones, supplies, etc.) as appropriate to her/his activities.

Length of Appointment

To allow a larger number of qualified students to benefit from assistantships, CGS limits the number of semesters that a graduate student may serve as a graduate assistant **on any type of assistantship that is paid in part or in full from CGS.**

- Master's students in 30-36 SCH graduate programs are eligible for funding for no more than 4 long academic semesters.
- Master's students in 42-60 SCH graduate programs, e.g., MFA or counseling, are eligible for funding for no more than 6-8 long academic semesters.
- Doctoral students are eligible for funding for no more than 10 long academic semesters if entering the program with a B.S. degree. If a student enters a doctoral program with a M.S. degree or equivalent, funding will be limited to 8 long semesters.

Students who file an approved request for a leave of absence will not have time spent on leave counted against these limits.

The length of appointment of a Graduate Research Assistant may be based on the period of available external grant funding. Time spent on externally funded grants will not be counted against the limits outlined above.

Any exceptions to these limits must be for demonstrably valid reasons and be approved in advance by the Dean of the College of Graduate Studies.

Request for Leave

Students experiencing life-changing or catastrophic events are encouraged to consult with their committee chairs and GA supervisors and request a leave of absence in writing from the College of Graduate Studies using [Form J: Request for a Leave of Absence](#). Graduate Assistants are not eligible for paid sick leave and absences must be without pay. Title IX regulations also require the university to treat **pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence** for so long a period of time as is deemed medically necessary by the student's physician. Students requesting leave of absence under this provision must **submit their request to the Title IX Coordinator or Deputy Title IX Coordinator (825-5826)**, who will initiate the process.

Graduate Assistant Performance Evaluation

Each academic unit employing Graduate Assistants is responsible for developing clear descriptions of the duties required of students employed in these positions; these descriptions should be sufficiently specific to make meaningful evaluation of performance feasible and permit external evaluation of the approximate equity of the workloads associated with the different varieties of duties assigned. Each GA should be provided with the appropriate job description prior to commencing each semester of appointment, and with clear information regarding supervising authority and the criteria and structure of how performance will be evaluated.

Each department is responsible for determining procedures for review and evaluation of Graduate Assistants and for informing GAs of these procedures (see also "Annual Reporting" on page 10). The process of evaluation will vary by department and type of assistantship, and may include written assessment of work by an individual faculty member or supervisor, classroom visitation by designated faculty members, and student evaluations. The results of reviews and evaluations should be discussed with the GA. An example form that might be useful for the evaluation process is included in the Appendix.

Professional Ethics

Graduate assistants are expected to support and maintain an academic environment conducive to the positive educational development of all students and faculty members. This standard of professional conduct requires each graduate assistant to perform his/her responsibilities without intimidation and harassment based on sex, race, religion, politics or professional interest. Special caution must be exercised to avoid exploitation of students or colleagues for private or professional advantage, especially those who are subject to your authority.

Professional behavior must be maintained in the relationships among students, peers, and faculty members. Sexual harassment, intimidation, or exploitation of professional relationships undermines the academic freedom of all. Protection of the atmosphere of trust, essential to the

flourishing of an academic community, is the professional responsibility of all University personnel.

Personal Relationships with Students

Relationships between Graduate Teaching Assistants and students that go beyond the platonic must be avoided. It is never appropriate for a GTA to enter into a sexual relationship with one of his or her students. It makes no difference if the relationship is consensual. Even consensual relationships between university employees in positions of authority and their subordinates or their students are not permitted and may result in disciplinary action. In fact, not only are such relationships morally suspect and professionally unacceptable, they may also be considered a form of sexual harassment, which is illegal.

Compensation

Salary ranges for graduate assistants working within their discipline are given below. Individual colleges or employing non-academic units will set the exact salary amount for each assistantship based on the type of degree program, level of academic progression (e.g., pre- vs. post-candidacy for doctoral students), or other factors as determined by the hiring department and approved by the Graduate Dean. The figures provided below are predicated on a 50% FTE appointment. All salary increases start the semester following a change of status.

- **Level 1:** Monthly Salary: \$1,200.00 to \$1,800.00
 - Master's students enrolled in a 30-36 SCH graduate program.
- **Level 2:** Monthly Salary: \$1,400.00 to \$2,000.00
 - Master's students enrolled in a 42-60 SCH graduate program.
- **Level 3:** Monthly Salary: \$1,600.00 to \$2,200.00
 - Doctoral students.

Employee Benefits

Vacation, Holiday, and Sick Leave Time

Student employee appointments are considered to be temporary appointments; these positions do not qualify for paid vacation, sick leave, emergency leave, or holiday pay. Social Security contributions and Workers' Compensation insurance benefits, however, are provided to all student employees. For more information see the Office of Human Resources at http://hr.tamucc.edu/Benefit_Programs.html.

Group Insurance

Graduate students who work at least fifty percent time for four and one-half months or for a semester of more than four months and whose positions require that they be enrolled in

graduate level courses are eligible to participate in group insurance programs. For more information on benefits, see System Policy 31.02, Employee Insurance and Retirement Benefits; System Regulation 31.02.02, Eligibility for Employee Benefits; and System Regulation 31.02.05, Group Insurance Programs at <http://www.tamus.edu/offices/policy/policies/index.html>.

Grievances or Appeals

All employees of Texas A&M University-Corpus Christi have the right to file a grievance and/or complaint concerning conditions of employment or treatment by management, supervisors, or other employees. See University Rule 32.01.02.C1 and University Procedure 08.01.01.C1.01 for further information.

Graduate assistants have a right to exhaust all proper channels in resolving a grievance regarding any aspect of their employment. For graduate assistants in the colleges, the channels, in order, are: the immediate supervisor, department chair, the Dean, and the Provost/Vice President for Academic Affairs. For Teaching Assistants in the University Core Curriculum Program, the channels are: the Director of the University Core Curriculum Program and the Provost/Vice President for Academic Affairs.

Sexual Harassment, Harassment, and Discrimination

Texas A&M University-Corpus Christi and the Texas A&M University System (TAMUS) are committed to creating and maintaining a work and educational environment where all individuals are treated with respect and dignity and where all are free to participate in a lively exchange of ideas. Each student has the right to learn and each employee has the right to work in an environment free of all forms of harassment and discrimination and one in which ideas may be freely expressed. For information regarding Civil Rights, see University procedure 08.01.01.C1.01, Civil Rights Compliance.

In addition, Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. Texas A&M University-Corpus Christi is committed to providing an environment free from discrimination, including discrimination based upon sex. TAMUCC provides resources to students, faculty, and staff to address concerns related to sexual harassment, sexual assault (rape), sexual misconduct, sex discrimination and has appointed Mr. Samuel Ramirez as its Title IX Coordinator. For more information and a short Title IX Student Video from The Texas A&M University System, please see: <http://edcs.tamucc.edu/TitleIX.html>

Dismissal and Termination

Graduate Assistant appointments are “at-will”, which means that the University or the Graduate Assistant may terminate the employment at any time. A Graduate Assistant’s

continued employment will be in jeopardy for failure to meet requirements, loss of funding, for unacceptable performance/conduct, or for academic delinquency. All involuntary dismissals must be coordinated with Human Resources for legal sufficiency.

Failure to Meet Requirements. Students failing to meet the minimum requirements at the time of appointment or subsequent to the appointment will be terminated.

Loss of Funding. A graduate assistantship may be terminated due to loss, reduction, or reallocation in appropriation, grant, contract, gift, or other funds with which to support the appointment. Subject to the fiscal priorities of the unit, programs will make a good faith effort to find alternative funding for the full term of the appointment for a GA who is in good standing and making satisfactory progress towards a degree.

Unacceptable Performance/Conduct. The following are examples of unacceptable performance/conduct. This is not an inclusive list: incompetence, inefficiency, wanton carelessness or neglect of duty, insubordination, repeated or extended absence, and misconduct related to the GA's suitability or capacity to continue to perform assignments. A GA may be suspended from responsibilities without pay pending the investigation regarding suitability of continued employment.

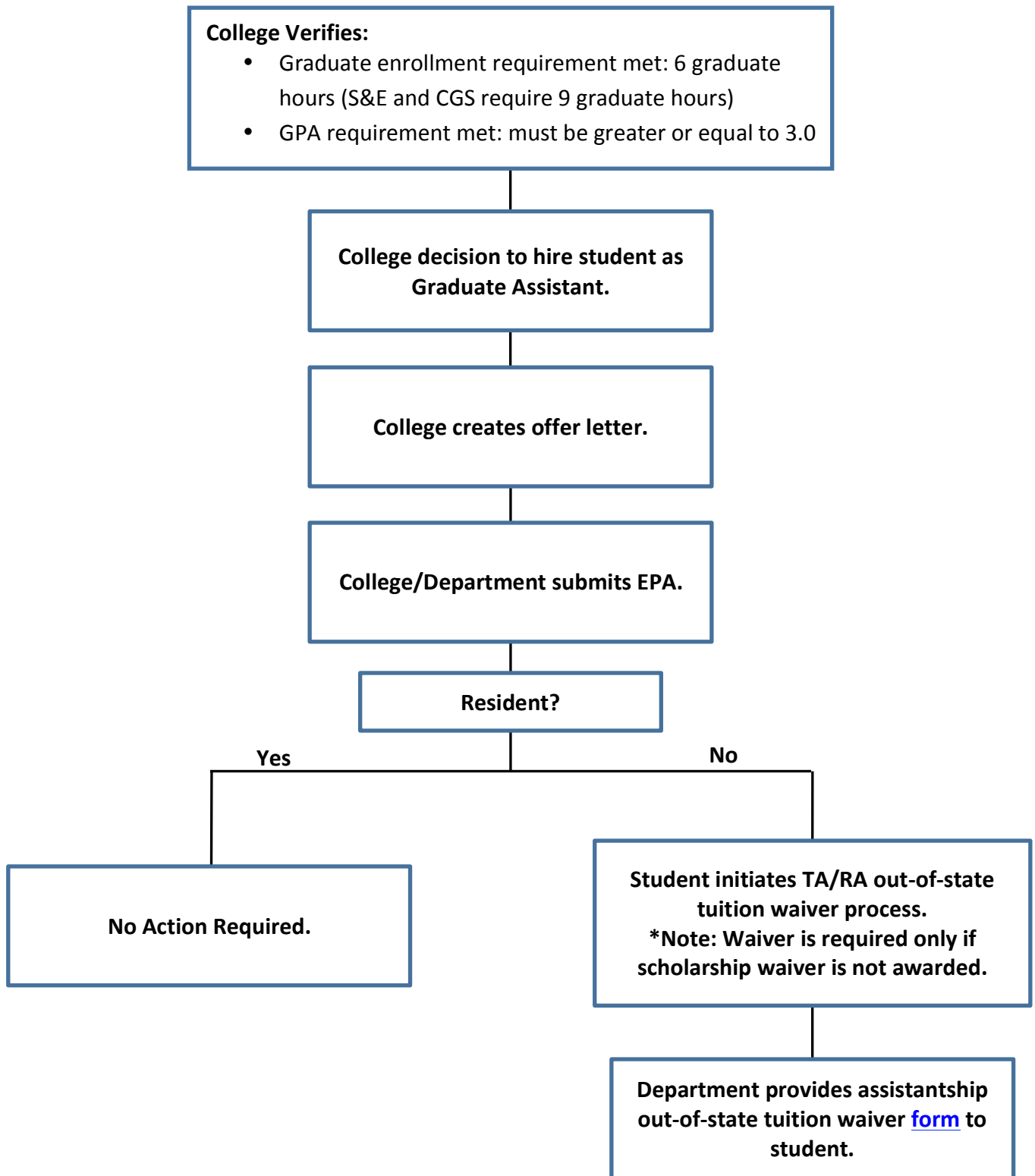
Academic Delinquency. An appointment may be terminated if the GA is not making satisfactory academic progress towards a degree or is otherwise not in good academic standing. The termination shall be in writing and may be immediate or with such notice as the University believes compatible with the GA's academic situation.

Notice. An appointment may be terminated for any reason by delivery of written or electronic notice to the GA.

Appendices

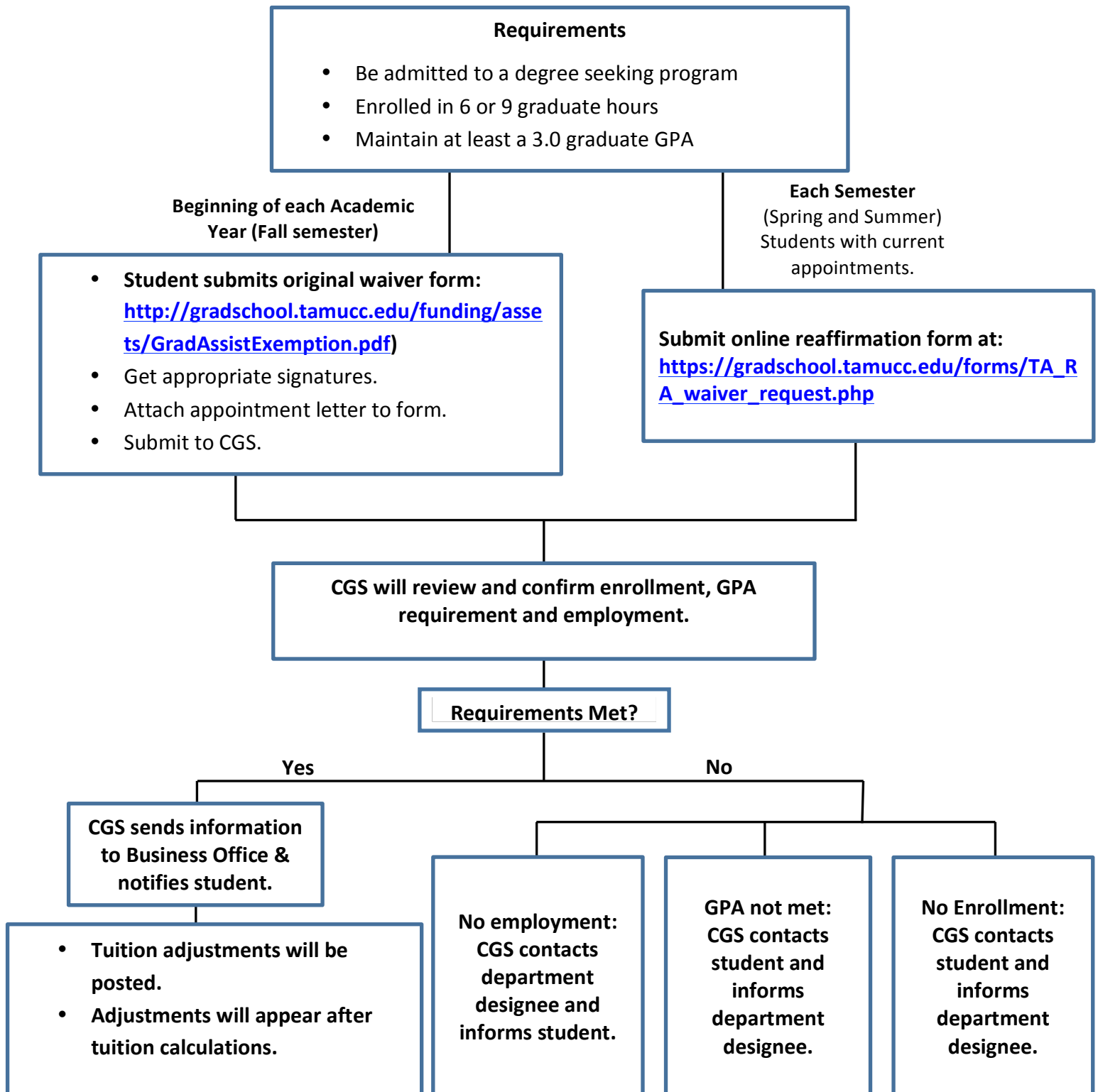
Appendix A: Flowchart of Graduate Assistant Hiring Process

Graduate Assistant Hiring Process



Appendix B: Out-of-State Tuition Waiver Flowchart

Out-of-State Tuition Waiver



Appendix C: Example Graduate Assistant Evaluation Form

Graduate Assistant: _____

Assignment: _____

Supervisor: _____

<p>Graduate Assistant Evaluation</p> <p>Texas A&M University-Corpus Christi</p>

General: The completed evaluation will be placed in the GA’s file in the employing unit, and a copy will be forwarded to the GA and College of Graduate Studies.

To the GA: Please complete a self-assessment of your performance using the table below. You may request a conference with your supervisor and/or the Department Chair to discuss any item on this evaluation.

To the Evaluator: Please complete this form, sign and date it, and return a copy to the College of Graduate Studies by June 01. Enter the value that best represents the graduate assistant’s performance. When appropriate, comments should be included to provide further explanation and direction/action.

Rating Scale: (N/A) = Not Applicable (1) = Deficient in minimum skills/Unsatisfactory/Does not meet expectations (2) = Needs development/Marginal/Meets some expectations (3) = Meets expectations/Normative/ Satisfactory (4) = Sufficiently developed/Meets expectations and exceeds some/Very good (5) = Exceeds all expectations/ Exemplary/Superior

Including the current semester as “1,” how many semesters has the GA worked with you? _____

Criteria	GA’s Assessment	Supervisor’s Assessment
Dependability - sense of responsibility, punctuality, etc.		
Consistent communication with supervising faculty.		
Attitude – relationship with students & faculty, courtesy.		
Initiative – works well without constant supervision, solves problems.		
Professionalism – maturity and collegiality.		
Preparation for each week’s work.		
Research – technique, diligence, accuracy.		
Grading of exams/papers – knowledge of material, fairness.		
Teaching ability – preparation, presentation of lectures and labs.		

Potential for future professional work.		
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Overall Ranking: ___ Poor ___ Needs Improvement ___ Acceptable ___ Good ___ Excellent

Would you work with this student again? ___ Yes ___ No

Do you recommend renewal of this student's assistantship? ___ Yes ___ No

Graduate Assistant Comments:	
Supervisor Comments:	
Future Goals:	
Ways my supervisor can assist me in meeting my goals:	

Graduate Assistant Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Appendix D: Sample Graduate Assistantship Offer Letter



College of **INSERT COLLEGE**

6300 Ocean Drive, Unit **XXXX**
Corpus Christi, Texas 78412-**XXXX**
O 361.825.**XXXX** F 361.825.**XXXX**

Date

Name and Address

Dear **XXXX**,

I am pleased to inform you of your selection as a Graduate Assistant (GA) in the College of **INSERT COLLEGE** for the **INSERT TERM/YEAR** semester and **INSERT TERM/YEAR** semester. For an incoming **INSERT LEVEL** student, the stipend for each semester is \$**XX,XXX**/9 months (**XXXX**/month). Stipends will be paid to you in monthly installments beginning October 1 in the fall and February 1 in the spring. However, your actual employment period for the fall is August **INSERT DATE** to December **INSERT DATE** and for the spring is January **INSERT DATE** to May **INSERT DATE**. For the **INSERT TERM** semester, you must be here—on campus—on **INSERT DATE**, and work throughout this entire employment period (except for official university holidays).

To be appointed as a GA, you must: 1) have completed a bachelor's degree; 2) be accepted into a graduate program at A&M-Corpus Christi; 3) be enrolled in at least **six/nine (6/9) [CHOOSE APPROPRIATE NO. OF HOURS]** semester credit hours of **graduate** credit at A&M-Corpus Christi during each fall or spring semester that you are employed as a GA; 4) be in good academic standing at the time you are hired, and remain in good academic standing. "Good academic standing" is a GPA of 3.00 or higher (last 60 hour GPA for incoming students, graduate GPA for continuing students). These requirements are conditions of employment and your appointment can be terminated if you fail to meet or maintain any of them. You must re-apply for a GA appointment each academic year.

All GAs *must* attend mandatory 2-day training prior to the start of the semester (**INSERT DATE AND LOCATION**), and the employment of a GA who does not attend will be terminated. Optionally, GAs may attend training for CPR/AED/First Aid Certification. In addition, you must complete several on-line training modules that are required by the university. The university provides health insurance benefits to eligible graduate assistants, and will provide more information about this and invite you to attend a benefit orientation.

April 15 Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants: By signing this letter of offer, you (a) affirm that you have not accepted any such offers from other academic institutions or (b) have presented a written release from any previously accepted offer from another institution. Similarly, acceptance of this offer after April 15 commits you not to accept an offer from another university without first obtaining a written release from Texas A&M University-Corpus Christi. For details see: http://cgsnet.org/ckfinder/userfiles/files/CGS_Resolution.pdf

To indicate your acknowledgement of these conditions and intent to commit to this GA appointment, sign and return this letter to: **INSERT NAME**, GA Coordinator, Department of **XXXX**, 6300 Ocean Dr., Unit **XXXX**, Corpus Christi, TX 78412, *as soon as possible*. Please retain a copy of this letter for your own files. If you decide to decline this appointment, please notify **INSERT NAME** *immediately* via e-mail at **XXXX.XXXX@tamucc.edu** or via telephone at (361) 825-**XXXX**. You are also welcome to contact **INSERT NAME** with any questions.

I look forward to working with you throughout the semester. My best wishes to you as you pursue your graduate studies.

Sincerely,

INSERT NAME, Dean
College of INSERT COLLEGE

*All offers of employment are subject to the Regulations of The Texas A&M University System. As part of compliance with I-9 regulations, a representative of the university is required to view original employee eligibility document(s). For a pdf of acceptable employment eligibility documents, select the “List of Supporting Documents” bullet on <http://hr.tamucc.edu/i-9compliance.html>, and bring your chosen document(s) with you on your first day of work. Offers to foreign nationals are contingent upon the employee obtaining and maintaining valid work authorization from United States Citizenship and Immigration Services. The graduate assistant (GA; i.e., teaching assistant—TA, or research assistant—RA) is a security-sensitive appointment, and employment is contingent upon an acceptable background investigation. All graduate assistant appointments are offered pending final confirmation of all conditions listed in the text of this letter, final determination of departmental needs and approval of funding. **This offer is not a guarantee of employment for any specified length of time by either party; graduate assistant appointments are “at-will,” which means that either you or the university can terminate your employment at any time, with or without cause.***

Signature of TA Appointee

Date

Print Name