

1. GENERAL

1.01 There are three types of graduate assistantships at SHSU.

- a. Doctoral/Graduate Teaching Assistant
- b. Doctoral/Graduate Research Assistant
- c. Doctoral/Graduate Assistant

Graduate assistantships provide graduate students employment by the University on a part-time basis. A Doctoral/Graduate Teaching Assistant is usually employed one-quarter or one-half time to teach lower division courses and/or laboratories under the supervision of a full-time faculty member. A Doctoral/Graduate Research Assistant is employed to perform specific research duties. Doctoral/Graduate Teaching Assistants and Doctoral/Graduate Research Assistants are classified as exempt employees. A Doctoral/Graduate Assistant may be classified as an exempt employee if their duties directly support the academic function. Doctoral/Graduate Assistants who perform office or administrative duties are classified as nonexempt.

1.02 Graduate assistantships, funded positions designed to benefit students and enhance the instructional and research mission of SHSU, are made available each year to qualified applicants.

2. RESPONSIBILITIES AND DEFINITIONS

2.01 A half-time Doctoral/Graduate Teaching Assistant normally is responsible for two (2) courses, or four (4) laboratories, or twenty (20) hours of duty each week and is expected to be enrolled in six (6) to nine (9) credit hours of course work each semester. Students who have only the thesis or dissertation to complete or have other contingencies including but not limited to reduced class availability, degree plan constraints, and research exigencies may, with permission from the Dean of Graduate Studies, enroll in only three (3) semester hours each semester. These assistants are employed by an academic department, and are responsible for, or in charge of, a class or class section, or a quiz, drill, or laboratory section. According to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines, they normally must have earned eighteen (18) graduate semester hours in their teaching discipline, report directly to a faculty member, and be evaluated regularly, if they are the instructor of record. In rare circumstances, exceptions to the 18-hour guideline may be granted on a case-by-case basis if the background and credentials of the teaching assistant are appropriate to the course and approved by the department chair, academic dean, Dean of Graduate Studies, and Provost and Sr. Vice President for Academic Affairs.

- 2.02 A half-time Doctoral/Graduate Research Assistant or Doctoral/Graduate Assistant may be assigned duties associated with research of a technical or professional level, faculty support, or other duties as permitted by the funding source, with twenty (20) clock hours of duty each week, and is expected to be enrolled in six (6) to nine (9) semester hours of course work each semester. Students who have only the thesis or dissertation to complete or have other contingencies, including but not limited to reduced class availability, degree plan constraints, and research exigencies, may, with permission from the Dean of Graduate Studies, enroll in only three (3) semester hours each semester. Funding for these positions is usually derived from departmental operating expense or external sources such as grants, contracts, fellowships, or endowments.
- 2.03 Graduate students on an assistantship may not hold other salaried positions from the University. An exception to this rule may be made with the written approval of the appropriate academic dean. A graduate student on an assistantship may not be employed more than a combined total of a 0.70 full-time equivalent (FTE) from all sources of funding.

3. REMUNERATION

All Doctoral/Graduate Assistants are paid a salary for the work they have performed in accordance with the University faculty/staff payment schedule. Doctoral/Graduate Teaching Assistants' payments are consistent with the semester they are teaching, which mimics the Faculty payments schedule. Nonresidents (including citizens and permanent residents of the U.S. and all foreign students) employed as graduate, research, or teaching assistants on at least a half-time basis in a position related to their degree programs are entitled to pay the resident tuition rate.

4. HIRING

- 4.01 The hiring of graduate assistants shall adhere to procedures in Academic Policy Statement 800114, *Academic Instructional and Research Personnel*. To be eligible for appointment to a graduate assistantship, the applicant must have met all requirements for regular admission to graduate studies. The maximum course enrollment load for graduate assistants on one-half time employment is nine (9) hours per semester or three (3) hours per summer session. Graduate assistants on less than a one-half time assistantship may have their maximum course load authorization increased proportionately by the appropriate department/school chair. Determination of maximum course load for summer is dependent upon recommendation of the academic dean.

- 4.02 Assistantships usually are appointed for one (1) academic year, i.e., two (2) semesters, and may have the position renewed. Some assistantships may also include a summer appointment in addition to the fall and spring semesters. In some circumstances, assistantships may be limited to a single semester. Retention of the assistantship is at all times conditional upon the continued good standing of the student in graduate studies (not less than 3.0 minimum SHSU and overall grade point averages) and upon satisfactory performance of work assignments for which the stipend is provided.
- 4.03 Applications for Doctoral/Graduate Teaching Assistant may be obtained from the office of the academic dean or department/school as appropriate.

5. QUALIFICATIONS

- 5.01 Doctoral/Graduate Teaching Assistants who have primary responsibility for teaching a course or laboratory for credit and/or for assigning final grades for such course or laboratory must be under the direct supervision of a faculty member experienced in the teaching field, receive regular in-service training, and be regularly evaluated.
- 5.02 Criteria for selection of Doctoral/Graduate Teaching Assistants may include but are not limited to undergraduate/graduate grade point average, experience, performance on the GRE or GMAT, statement of purpose, statement of teaching philosophy, and letters of recommendation.
- 5.03 Prior to teaching a lecture section of a course, a Doctoral/Graduate Teaching Assistant normally must have earned at least eighteen (18) graduate semester hours in the teaching field or related field.

The requirements of paragraph 5.03 do not apply to graduate students on assistantships who are engaged in activities such as programmatic support.

6. ORIENTATION/TRAINING, SUPERVISION, AND EVALUATION

- 6.01 Department chairs or their designees shall ensure that students on assistantships receive orientation/training from resources variously provided on campus to ensure their effective performance as classroom/laboratory teachers, researchers, or office workers. Resource providers include, but are not limited to, the department of employment, The Graduate and Professional School, SHSU Online, Human Resources, and inter-divisional training events.

6.02 Department chairs or their designees shall ensure appropriate supervision and evaluation of students on assistantships.

7. ENGLISH LANGUAGE PROFICIENCY

English language proficiency of Doctoral/Graduate Teaching Assistants shall be certified in accordance with Academic Policy Statement 871214, *English Language Proficiency of Instructional Personnel*.

APPROVED: <signed>
Alisa White, Ph.D., President

DATE: 4/26/2024

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original:	March 3, 1989	Review Cycle:	Five years*
Reviewer:	Academic Affairs Council	Review Date:	Fall 2027

Approved:	<u> <signed> </u>	Date:	<u> 4/23/2024 </u>
	Michael T. Stephenson, Ph.D., Provost and Sr. Vice President for Academic Affairs		

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.