

## Graduate Assistant Position Requirements/Benefits

POC	Overview	Graduate Assistant Non-Teaching (GANT)*	Graduate Assistant Research (GAR)	Graduate Assistant Teaching (GAT)*	Graduate Assistant Lecturer (GAL)
Graduate and Professional School  and  Employing Unit	<b>Position Description</b>	GANT: Graduate students whose work does not involve instructional assignments nor support of teaching or academic programs, and whose work is <u>not primarily</u> assisting with research. GANT responsibilities vary greatly and may include, but are not limited to:  <ul style="list-style-type: none"> <li>• Non-teaching/non-curricular duties</li> <li>• Performance of varied programmatic duties in non-academic units,</li> <li>• Assisting with administrative duties in a variety of settings, and</li> <li>• Conducting activities that do not generally fit within GAT or GAR job responsibilities.</li> </ul>	GAR: Graduate students whose work involves assisting with research. GARs are not independent researchers. They assist a research supervisor or principal investigator (PI) with their research. GAR responsibilities are defined by and may include, but are not limited to:  <ul style="list-style-type: none"> <li>• Conducting literature, library, laboratory or other forms of reviews or research,</li> <li>• Collecting, coding, cleaning or analyzing data,</li> <li>• Preparing materials for submission to funding agencies and foundations,</li> <li>• Preparing materials for IRB, IACUC, or IBC review, and</li> <li>• Designing, generating, or writing reports, presentations and publications.</li> </ul>	GAT: Graduate students whose work involves an instructional assignment, supporting delivery of curriculum, or support of teaching or academic programs. GAT responsibilities vary greatly and may include, but are not limited to:  <ul style="list-style-type: none"> <li>• Teaching a section or laboratory section of a course,</li> <li>• Working in a teaching or computer lab for the purpose of educating students,</li> <li>• Assisting a faculty instructor in teaching students in recitation or discussion sessions,</li> <li>• Tutoring individuals or small groups of students,</li> <li>• Holding office hours and meeting with students,</li> <li>• Assisting with grading or student assessment (with or without student interaction), and</li> <li>• Preparation of materials for instructors or academic units.</li> </ul>	GAL: Doctoral graduate students whose credentials allow them to serve as instructors of undergraduate courses. GALs are typically in the final years of their graduate program and report to the department head or the supervisor of instructors. GAL responsibilities may include, but are not limited to:  <ul style="list-style-type: none"> <li>• Full classroom instruction of course,</li> <li>• Generating, proctoring and evaluating assignments and examinations,</li> <li>• Student performance evaluation and assignment of grades,</li> <li>• Office hours and student consultation, and</li> <li>• All other duties associated with instruction as assigned by the supervisor.</li> </ul>
		Position descriptions on file with department	Position descriptions on file with department	Position descriptions on file with department	Position descriptions on file with department
Graduate and Professional School	<b>Registration Requirements</b>	<a href="#">GA Registration Requirements</a> (Fall & Spring 9 hours) (Summer 6 hours)	<a href="#">GA Registration Requirements</a> (Fall & Spring 9 hours) (Summer 6 hours)	<a href="#">GA Registration Requirements</a> (Fall & Spring 9 hours) (Summer 3 hours if employed only session I or session II; 6 hours if employed in summer session I and II or a 10-week session)	<a href="#">GA Registration Requirements</a> (Fall, Spring & Summer at least 1 hour)
	<b>NRTW Eligibility</b>	Eligible for <a href="#">Non-Resident Tuition Waiver</a> if criteria are met as outlined on the <a href="#">Grad School NRTW criteria webpage</a> .	Eligible for <a href="#">Non-Resident Tuition Waiver</a> if criteria are met as outlined on the <a href="#">Grad School NRTW criteria webpage</a> .	Eligible for <a href="#">Non-Resident Tuition Waiver</a> if criteria are met as outlined on the <a href="#">Grad School NRTW criteria webpage</a> .	Eligible for <a href="#">Non-Resident Tuition Waiver</a> if criteria are met as outlined on the <a href="#">Grad School NRTW criteria webpage</a> .
	<b>English Language Proficiency in Teaching</b>			To be eligible to teach, the State of Texas requires that international graduate students <a href="#">demonstrate proficiency in the English Language</a> before teaching as a GAT. At TAMU – this requirement applies for an international student employed at any percent effort in a GAT title. In some cases, international students can submit an <a href="#">Emergency One-Semester Deferral of ELP Certification</a> .	To be eligible to teach, the State of Texas requires that international graduate students <a href="#">demonstrate proficiency in the English Language</a> before teaching as a GAL. At TAMU – this requirement applies for an international student employed at any percent effort in a GAT title. In some cases, international students can submit an <a href="#">Emergency One-Semester Deferral of ELP Certification</a> .
	<b>TATEP Trng.</b>			Mandatory <a href="#">TA Training (TATEP)</a> .	Mandatory <a href="#">TA Training (TATEP)</a> .
	<b>ITWL</b>	GAs that may need to temporarily work remotely from abroad to satisfy a critical business need resulting from their GA responsibilities may request an <a href="#">International Temporary Work Location (ITWL)</a> . Approved ITWLs will only be approved for a short duration of time not to exceed 60 days.	GAs that may need to temporarily work remotely from abroad to satisfy a critical business need resulting from their GA responsibilities may request an <a href="#">International Temporary Work Location (ITWL)</a> . Approved ITWLs will only be approved for a short duration of time not to exceed 60 days.	GAs that may need to temporarily work remotely from abroad to satisfy a critical business need resulting from their GA responsibilities may request an <a href="#">International Temporary Work Location (ITWL)</a> . Approved ITWLs will only be approved for a short duration of time not to exceed 60 days.	GAs that may need to temporarily work remotely from abroad to satisfy a critical business need resulting from their GA responsibilities may request an <a href="#">International Temporary Work Location (ITWL)</a> . Approved ITWLs will only be approved for a short duration of time not to exceed 60 days.
	<b>Employment Start Dates</b>	The <a href="#">mandatory hire date</a> for new graduate assistants is on or before the first day of the semester when they are expected to begin employment related responsibilities.	The <a href="#">mandatory hire date</a> for new graduate assistants is on or before the first day of the semester when they are expected to begin employment related responsibilities.	The <a href="#">mandatory hire date</a> for new graduate assistants is on or before the first day of the semester when they are expected to begin employment related responsibilities.	The <a href="#">mandatory hire date</a> for new graduate assistants is on or before the first day of the semester when they are expected to begin employment related responsibilities.
Human Resources	<b>FLSA</b>	Non-exempt from FLSA regulations – mandatory compensatory time and overtime  Non-exempt positions must be paid for all hours worked, must receive overtime pay or compensatory time, at time and a half, for hours worked over 40 in a workweek, and must complete timesheets to record actual hours worked to comply with federal regulations.	Exempt from FLSA regulations  Chapter 10 of the U.S Department of Labor's Field Operation's Handbook provides some guidance on this subject. In Section 10b18, the manual states the following: "research in the course of obtaining advanced degrees and the research is performed under the supervision of a member of the faculty in a research environment..."  Monthly rate of pay - FTE/12 month  No timesheets required	Exempt from FLSA regulations  FLSA regulations address "teachers" in §541.303 as "any employee with a primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an educational establishment by which the employee is employed."  Monthly rate of pay - FTE/12 month  No timesheets required	Exempt from FLSA regulations  FLSA regulations address "teachers" in §541.303 as "any employee with a primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an educational establishment by which the employee is employed."  Monthly rate of pay -FTE/12 month  No timesheets required
	<b>Compensation Timesheets</b>	Paid Hourly Timesheets required	Monthly rate of pay - FTE/12 month  No timesheets required	Monthly rate of pay - FTE/12 month  No timesheets required	Monthly rate of pay -FTE/12 month  No timesheets required
	<b>Benefits</b>	Salary paid at 50% FTE. Eligible for <a href="#">benefits</a> if employed at least 50% FTE with a minimum of 4.5-month employment term in a new appointment or with continuous employment from a previous benefit eligible position.	Salary paid at 50% FTE. Eligible for <a href="#">benefits</a> if employed at least 50% FTE with a minimum of 4.5-month employment term in a new appointment or with continuous employment from a previous benefit eligible position.	Salary paid at 50% FTE. Eligible for <a href="#">benefits</a> if employed at least 50% FTE with a minimum of 4.5-month employment term in a new appointment or with continuous employment from a previous benefit eligible position.	Salary paid at 50% FTE. Eligible for <a href="#">benefits</a> if employed at least 50% FTE with a minimum of 4.5-month employment term in a new appointment or with continuous employment from a previous benefit eligible position.
	<b>Maximum Hours</b>	Can work no more than 20 hours per week without approval; Maximum additional hours depend on term and status as domestic or International. See <a href="#">Request to Work Additional Hours</a> for further details.	Can work no more than 20 hours per week without approval; Maximum additional hours depend on term and status as domestic or International. See <a href="#">Request to Work Additional Hours</a> for further details.	Can work no more than 20 hours per week without approval; Maximum additional hours depend on term and status as domestic or International. See <a href="#">Request to Work Additional Hours</a> for further details.	Can work no more than 20 hours per week without approval; Maximum additional hours depend on term and status as domestic or International. See <a href="#">Request to Work Additional Hours</a> for further details.
	<b>Title Code Budget</b>	Title code – 9003 Budgeted Bi-weekly	Title Code -9004 Budgeted Monthly	Title code -9009 Budgeted Monthly	Title Code -9015 Budgeted Monthly
International Student Services	<b>Required International Student Health Insurance</b>	All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&M University System Student Health Insurance Plan (SSHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHIP. The plan is automatically charged to F-1 and J-1 international student's tuition and fee statement. Students can have the fees waived if employed by the university or can meet waiver requirements. See <a href="#">International Student Health Insurance</a> for further details.	All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&M University System Student Health Insurance Plan (SSHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHIP. The plan is automatically charged to F-1 and J-1 international student's tuition and fee statement. Students can have the fees waived if employed by the university or can meet waiver requirements. See <a href="#">International Student Health Insurance</a> for further details.	All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&M University System Student Health Insurance Plan (SSHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHIP. The plan is automatically charged to F-1 and J-1 international student's tuition and fee statement. Students can have the fees waived if employed by the university or can meet waiver requirements. See <a href="#">International Student Health Insurance</a> for further details.	All international students entering the U.S. on a F-1 or J-1 student visa are required to be covered under the Texas A&M University System Student Health Insurance Plan (SSHIP) or have equivalent insurance coverage. For the purpose of student health insurance, a student who leaves the U.S. and maintains immigration status with an intent to return to the U.S. is considered to be a student who has entered the U.S. and must be covered by SSHIP. The plan is automatically charged to F-1 and J-1 international student's tuition and fee statement. Students can have the fees waived if employed by the university or can meet waiver requirements. See <a href="#">International Student Health Insurance</a> for further details.
	<b>Homeland Security Regulations</b>	International students are allowed to work up to 20 hours a week in their assistantship during the fall and spring semesters, up to 40 hours a week during the summer terms, and up to 40 hours a week during break periods, in accordance the <i>Department of Homeland Security Regulation 8 C.F.R. §214, paragraph (f)(9)(ii)(B) or (C)</i> . See <a href="#">F-1 On and Off Campus Employment</a> or <a href="#">J-1 On and Off Campus Employment</a> .	International students are allowed to work up to 20 hours a week in their assistantship during the fall and spring semesters, up to 40 hours a week during the summer terms, and up to 40 hours a week during break periods, in accordance the <i>Department of Homeland Security Regulation 8 C.F.R. §214, paragraph (f)(9)(ii)(B) or (C)</i> . See <a href="#">F-1 On and Off Campus Employment</a> or <a href="#">J-1 On and Off Campus Employment</a> .	International students are allowed to work up to 20 hours a week in their assistantship during the fall and spring semesters, up to 40 hours a week during the summer terms, and up to 40 hours a week during break periods, in accordance the <i>Department of Homeland Security Regulation 8 C.F.R. §214, paragraph (f)(9)(ii)(B) or (C)</i> . See <a href="#">F-1 On and Off Campus Employment</a> or <a href="#">J-1 On and Off Campus Employment</a> .	International students are allowed to work up to 20 hours a week in their assistantship during the fall and spring semesters, up to 40 hours a week during the summer terms, and up to 40 hours a week during break periods, in accordance the <i>Department of Homeland Security Regulation 8 C.F.R. §214, paragraph (f)(9)(ii)(B) or (C)</i> . See <a href="#">F-1 On and Off Campus Employment</a> or <a href="#">J-1 On and Off Campus Employment</a> .
	<b>Graduating Student Employees Resources</b>	Graduating international students, on F-1 or J-1 visas, must stop working on or before the day degrees are conferred or the expiration of their I-20 or DS-2019 whichever comes first. See <a href="#">International Student Employment</a> for further details.	Graduating international students, on F-1 or J-1 visas, must stop working on or before the day degrees are conferred or the expiration of their I-20 or DS-2019 whichever comes first. See <a href="#">International Student Employment</a> for further details.	Graduating international students, on F-1 or J-1 visas, must stop working on or before the day degrees are conferred or the expiration of their I-20 or DS-2019 whichever comes first. See <a href="#">International Student Employment</a> for further details.	Graduating international students, on F-1 or J-1 visas, must stop working on or before the day degrees are conferred or the expiration of their I-20 or DS-2019 whichever comes first. See <a href="#">International Student Employment</a> for further details.
Employing Unit	<b>Payment of Tuition and Fees</b>	Payment of tuition and required fees for PhD students in GANT positions is optional.	Payment of tuition and required fees (university and college) for PhD students in GAR positions are required. GARs will be paid at least through their 5th year of study- for students admitted without a master's degree; and at least through their 4th year of study for students admitted with their master's degree. See <a href="#">T&amp;F Payments page</a> for further details.	Payment of tuition and required fees (university and college) for PhD students in GAT positions are required. GATs will be paid at least through their 5th year of study- for students admitted without a master's degree; and at least through their 4th year of study for students admitted with their master's degree. See <a href="#">T&amp;F Payments page</a> for further details.	Payment of tuition and required fees (university and college) for PhD students in GAL positions are required. GALs will be paid at least through their 5th year of study- for students admitted without a master's degree; and at least through their 4th year of study for students admitted with their master's degree. See <a href="#">T&amp;F Payments page</a> for further details.

\*Changes to the position description of GANT and GAT are effective fall 2021.