

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	Position Description	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"> • Non-teaching/non-curricular duties • Performance of varied programmatic duties in non-academic units, • Assisting with administrative duties in a variety of settings, and • Conducting activities that do not generally fit within GAT or GAR job responsibilities. 	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"> • Conducting literature, library, laboratory or other forms of reviews or research, • Collecting, coding, cleaning or analyzing data, • Preparing materials for submission to funding agencies and foundations, • Preparing materials for IRB, IACUC, or IBC review, and • Designing, generating, or writing reports, presentations and publications. 	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"> • Teaching a section or laboratory section of a course, • Working in a teaching or computer lab for the purpose of educating students, • Assisting a faculty instructor in teaching students in recitation or discussion sessions, • Tutoring individuals or small groups of students, • Holding office hours and meeting with students, • Assisting with grading or student assessment (with or without student interaction), and • Preparation of materials for instructors or academic units. 	GAL: Graduate students whose credentials allow them to serve as instructors of record of undergraduate courses. GALs are typically in the final year 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"> • Full classroom instruction of course, • Generating, proctoring and evaluating assignments and examinations, • Student performance evaluation and assignment of grades, • Office hours and student consultation, and • All other duties associated with instruction as assigned by the supervisor. 	
		Position descriptions on file with department				
Graduate and Professional School	Registration Requirements	GA Registration Requirements Fall & Spring 9 hours; Summer 6 hours	GA Registration Requirements Fall & Spring 9 hours; Summer 6 hours	GA Registration Requirements 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	GA Registration Requirements Fall, Spring & Summer at least 1 hour	
	English Language Proficiency in Teaching			To be eligible to teach, the State of Texas requires that international graduate students demonstrate proficiency in the English Language 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 Emergency One-Semester Deferral of ELP Certification .	To be eligible to teach, the State of Texas requires that international graduate students demonstrate proficiency in the English Language 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 Emergency One-Semester Deferral of ELP Certification .	
	TATEP Trng.			Mandatory TA Training (TATEP) .	Mandatory TA Training (TATEP) .	
	Non-Resident Tuition Waiver	Eligible for an Assistantship Non-Resident Tuition Waiver (NRTW) if criteria are met as outlined on the Grad School NRTW criteria webpage .				
	ITWL	GAs that may need to temporarily work remotely from abroad to satisfy a critical business need resulting from their GA responsibilities must request an International Temporary Work Location (ITWL) . Approved ITWLs will not be approved for greater than 60 days.				
Employing Unit	Payment of Tuition and Fees	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 T&F Payments page 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 T&F Payments page 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 T&F Payments page for further details.	
	Credentialing			Colleges/schools and departments are responsible for ensuring GAs who serve as instructors of record have proper qualifications to teach the courses assigned. Faculty Affairs assumes responsibility for final verification of the teaching qualifications of all instructors of record. See Faculty Credentialing for further details including portal instructions.	Colleges/schools and departments are responsible for ensuring GAs who serve as instructors of record have proper qualifications to teach the courses assigned. Faculty Affairs assumes responsibility for final verification of the teaching qualifications of all instructors of record. See Faculty Credentialing for further details including portal instructions.	
Human Resources	Title Code	Title code – 9003	Title Code -9004	Title code -9009	Title Code -9015	
	Budget	Budgeted Bi-weekly	Budgeted Monthly	Budgeted Monthly	Budgeted Monthly	
	FLSA	Non-exempt from FLSA regulations – mandatory compensatory time and overtime	Exempt from FLSA regulations	Exempt from FLSA regulations	Exempt from FLSA regulations	
		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.	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..."	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."	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."	
	Compensation	Paid Hourly	Monthly rate of pay - FTE/12 month	Monthly rate of pay - FTE/12 month	Monthly rate of pay -FTE/12 month	
	Timesheets	Timesheets required	No timesheets required	No timesheets required	No timesheets required	
	Benefits	Salary paid at 50% FTE. Eligible for benefits 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.				
	Max Hours	Can work no more than 20 hours per week without approval; Maximum additional hours depend on term and status as domestic or International. See Request to Work Additional Hours for further details.				
Employment Start Dates	The mandatory hire date for new graduate assistants is on or before the first day of the semester when they are expected to begin employment related responsibilities.					
International Student & Scholar Services	Required International Student Health Insurance	All international students entering the U.S. with an F-1 or J-1 student visa status 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 title and fee statement. Students can have the fees waived if they either enroll in Grad Plan benefits through Workday by each semester's deadline or if they are enrolled in applicable alternative coverage and apply for a waiver by each semester's deadline. See International Student Health Insurance for further details.				
	Homeland Security Regulations	Most international students in F-1 and J-1 status are allowed to work up to 20 hours a week in their assistantship during the fall and spring semesters, and more than 20 hours per week during winter, spring, and summer break periods, in accordance the <i>DHS Regulation 8 C.F.R. 214.2(f)(9)(i)</i> (for F-1 students) and <i>22 CFR 62.23(a)(2)(iii)</i> (for J-1 students). See F-1 On and Off Campus Employment or J-1 On and Off Campus Employment .				
	Graduating Student Employees	International student in F-1 or J-1 status who are graduating must end their on-campus employment by no later than the 1 st commencement date of the term, or the program end date on their Form I-20 or DS-2019, whichever comes first.				