

**TWU GRADUATE SCHOOL  
GRADUATE ASSISTANT CHECKLIST  
REVISED 8-16-13**

**APPOINTMENT CONSIDERATIONS**

1. Students may be appointed to the following positions:
  - Graduate Teaching Assistant
    - Serves as teacher of record
    - Assigns final grades
    - Paid from Faculty Salaries budget line
    - Specific course(s) taught must be specified on PTF
    - Receives a workload report with work units for class(es) taught
  - Graduate Assistant(S)
    - Works in direct support of instruction
    - Paid from Faculty Salaries budget line
    - Receives a workload report showing 0 work units.
    - Work units are assigned as a sub-administrative assignment.
    - Cannot be paid from course fee or distance education accounts
  - Graduate Assistant(W)
    - Assists with administrative duties
    - Paid from Wages budget line
    - All tutors are paid from wages
    - Must be used for course fee and distance education instructional support
  - Graduate Research Assistant
    - Involved in designated research
    - Must be used on 19 accounts
    - Paid from Wages budget line in the grant
2. [Applications for assistantships](#) can be located on the Graduate School web page or in the department in which the applicant will study.
3. The completed application and supporting documents, such as letters of reference (if department requires), must be filed with the head of the academic component for review and recommendation. Applications are kept on file in the department.
4. The department will verify the following qualifications for graduate assistants:
  - The student must be admitted to the Graduate School as a degree-seeking student.
  - The student must be in good academic standing at TWU. A student who is on scholastic probation may not hold a graduate assistantship.
  - A student who is employed full-time in any position cannot be appointed as a graduate teaching assistant.

5. Special criteria for **graduate teaching assistants** assigned primary responsibility for teaching a course for credit and assigning final grades include the following:
  - The student must have completed at least 18 semester hours of graduate credit in the teaching field.
  - International students must present a Test of Spoken English (TSE) score of 50 or a TOEFLibt Speaking score of 26 in order to hold a graduate teaching assistantship. The score appears in RHEA under TSUM. The [Office of International Education website](#) lists English-speaking countries. International students from those countries are exempt from the TSE as well as the TOEFL.
  - The chair or director must complete the form, "[Certification of Graduate Teaching Assistant Academic Preparation](#)" and send to the Graduate School.
  - Each graduate teaching assistant must be assigned a mentor to guide her/him in the teaching role. The mentor is also responsible for assessing the GTA's teaching each semester. Department chairs should assure that each GTA is evaluated by the mentor.
6. Graduate Assistants **may not** be appointed concurrently as adjunct faculty.
7. Graduate Assistants **may not** be appointed concurrently as student assistants. In rare cases, the Dean of the Graduate School may approve an exception.
8. The minimum course load for which graduate assistants must be enrolled during long semesters is 6 semester hours. Departments may require a larger minimum number of hours. For enrollments less than 6 hours a letter from the dean or chair to the Dean of the Graduate School requesting approval to enroll for less hours and explaining the reason for the request is required. Students in thesis, professional paper, or dissertation may register for a minimum of 3 hours. (Note: Students enrolled for less than 6 hours must pay FICA tax unless enrolled in the last semester.)
9. The course load for which graduate assistants working 0.50 FTE during the summer must be enrolled is 6 semester hours. The course enrollment for graduate assistants working less than 0.50 FTE is 3 hours. The student can take the 3 or 6 hours at anytime during the summer appointment.
10. The department will contact the student with an employment offer after checking qualifications. If the graduate student is an F-1 (student visa) student, contact International Education so that the assistantship may be used to figure the student's financial support. Send a copy of the graduate assistantship award letter to International Education so that it may be included with the student's I-20.
11. The department will verify they have available funds for appointing a graduate assistant. **If funds are not available in the appropriate budget line, a budget transfer should be processed.**

## **PREPARING AND PROCESSING PTF'S**

12. The department will prepare a personnel transaction form (PTF) using the electronic template. After approval by the dean, a spreadsheet showing graduate assistants is forwarded to Linda Mckeiver ([lmckeiver@twu.edu](mailto:lmckeiver@twu.edu)) in the Graduate School.
13. In order to assure a graduate assistant is paid, please follow the deadline dates published on the Payroll website. In order to approve the PTF, the Graduate School must determine that the assistant is registered for the appropriate number of hours. Please encourage students to register early. **Approval for assistants not yet registered cannot be forwarded to Academic Financial Services.**
14. The pay scales attached to this checklist are to be used in completing the PTF. Note that the appointment salary on PTFs for Fall, Spring, and Academic year is always the 9-month salary, although the actual length of employment may be for a different period of time. On summer PTFs, the 3-month salary is the base.
15. The PTF must include a description of the graduate assistant's specific duties. If the assistant is a GTA, the specific courses taught must be listed.
16. The chair/director should send a memo to the Graduate School explaining the reasons and requesting approval if any of the following apply:
  - A. Student is enrolled for less than the required semester hours.
  - B. Student will be employed more than ½-time.
  - C. Student will be employed in a department other than his/her major.
  - D. Student is employed in another full-time university staff position. In this case, approval from the full-time supervisor should also be attached.
17. For a GTA, the "[Certification of Graduate Teaching Assistant Academic Preparation](#)" must be submitted to the Graduate School, if not submitted in a previous semester.
18. The chair/director and dean will approve the PTF and send it to the Graduate School for approval. The Graduate School will check Colleague to verify the following required items:
  - Admission to a graduate program (SACP)
  - Student registration for the required number of hours (STAC)
  - Whether the student is international or a permanent resident (SPRO, FINF)
19. The Graduate School will approve the PTF spreadsheet and forward to the Director of Academic Financial Services.

### **AFTER APPOINTING**

20. The department should send the graduate assistant to the Office of Human Resources to complete the necessary forms to assure payment and insurance coverage, if applicable. **The student must complete HR paperwork within the first 3 days of employment by federal law.**

21. A graduate assistant is entitled to register by paying the tuition and other fees or charges required for Texas residents without regard to the length of time the assistant has resided in Texas if the assistant is employed at least one-half time (.50 FTE) and is working in a position which relates to his/her degree program. The student should complete the [Request for In-State Tuition Form for Graduate Assistants](#), have it signed by the chair of the department and sent to the Graduate School. The form must be submitted by the 12<sup>th</sup> class day of long semesters, the 4<sup>th</sup> class day of summer sessions, and the 2<sup>nd</sup> class day of the Summer 1 mini-mester. Graduate School personnel will approve and forward the form to the Registrar's Office.
22. The Graduate School will send an email to the departments with a link to the [Graduate Assistant Orientation](#).
23. Each GTA must have a mentor who evaluates his/her teaching during the semester.

**Texas Woman's University 2013-2014  
Graduate Assistant Pay Scale  
Master's Level Students**

**Biology, Chemistry & Physics, and Mathematics & Computer Science:**

			<u>Appt.</u>	<u>Month</u>
Academic Year (9 months)	@	½ (FTE=.50)	\$13,248	\$1472
	@	¼ (FTE=.25)	\$6624	\$736
Semester (4.5 months)	@	½ (FTE=.50)	\$6624	\$1472
	@	¼ (FTE=.25)	\$3312	\$736
Summer (3 months)	@	½ (FTE=.50)	\$4416	\$1472
	@	¼ (FTE=.25)	\$2208	\$736

**Dance; English, Speech, & Foreign Languages; Family Sciences; Health Care Administration; History & Government; MAT; Nursing; Nutrition & Food Sciences; Physical Therapy; School of Management; Sociology and Social Work; Teacher Education; and Women's Studies:**

			<u>Appt.</u>	<u>Month</u>
Academic Year (9 months)	@	½ (FTE=.50)	\$11,520	\$1280
	@	¼ (FTE=.25)	\$5760	\$640
Semester (4.5 months)	@	½ (FTE=.50)	\$5760	\$1280
	@	¼ (FTE=.25)	\$2880	\$640
Summer (3 months)	@	½ (FTE=.50)	\$3840	\$1280
	@	¼ (FTE=.25)	\$1920	\$640

**Communication Sciences & Disorders, Health Studies, Kinesiology, Library & Information Studies, Music/Drama, Occupational Therapy, Psychology & Philosophy, Reading, Visual Arts, and university offices:**

			<u>Appt.</u>	<u>Month</u>
Academic Year (9 months)	@	½ (FTE=.50)	\$9684	\$1076
	@	¼ (FTE=.25)	\$4842	\$538
Semester (4.5 months)	@	½ (FTE=.50)	\$4842	\$1076
	@	¼ (FTE=.25)	\$2421	\$538
Summer (3 months)	@	½ (FTE=.50)	\$3228	\$1076
	@	¼ (FTE=.25)	\$1614	\$538

**Texas Woman's University 2013-2014  
Graduate Assistant Pay Scale  
Doctoral Level Students**

**Biology and Chemistry & Physics:**

			<u>Appt.</u>	<u>Month</u>
Academic Year (9 months)	@	½ (FTE=.50)	\$15,588	\$1732
	@	¼ (FTE=.25)	\$7794	\$866
Semester (4.5 months)	@	½ (FTE=.50)	\$7794	\$1732
	@	¼ (FTE=.25)	\$3897	\$866
Summer (3 months)	@	½ (FTE=.50)	\$5196	\$1732
	@	¼ (FTE=.25)	\$2598	\$866

**Dance; English, Speech, & Foreign Languages; Family Sciences; Nursing; Nutrition & Food Sciences; Physical Therapy; Sociology and Social Work; Teacher Education; and Women's Studies:**

			<u>Appt.</u>	<u>Month</u>
Academic Year (9 months)	@	½ (FTE=.50)	\$14,364	\$1596
	@	¼ (FTE=.25)	\$7182	\$798
Semester (4.5 months)	@	½ (FTE=.50)	\$7182	\$1596
	@	¼ (FTE=.25)	\$3591	\$798
Summer (3 months)	@	½ (FTE=.50)	\$4788	\$1596
	@	¼ (FTE=.25)	\$2394	\$798

**Health Studies, Kinesiology, Library & Information Studies, Occupational Therapy, Psychology & Philosophy, Reading, and university offices:**

			<u>Appt.</u>	<u>Month</u>
Academic Year (9 months)	@	½ (FTE=.50)	\$11,808	\$1312
	@	¼ (FTE=.25)	\$5904	\$656
Semester (4.5 months)	@	½ (FTE=.50)	\$5904	\$1312
	@	¼ (FTE=.25)	\$2952	\$656
Summer (3 months)	@	½ (FTE=.50)	\$3936	\$1312
	@	¼ (FTE=.25)	\$1968	\$656