

Tarleton State University
Graduate Student Employment Guidelines

A. Criteria for Graduate Student Employment

1. A graduate student must possess a bachelor's degree from a regionally accredited university; have had a minimum grade point average of 3.0 on the last sixty (60) semester hours of undergraduate study; be enrolled (or pre-registered for the next semester) for a *minimum* of six (maximum twelve) semester hours in a course of study leading to a recognized educational objective; and *must meet* the general requirements for employment at Tarleton State University applicable to all employees, as well as, the approval of the College of Graduate Studies.
2. Typical graduate student work hours should fall between 20-50 hours every two weeks (biweekly pay cycle). Departments should not allow students to work more than 50 hours in biweekly pay period unless job related factors associated with the student worker position requires work schedules greater than 50 hours and should not be based on the individual employee or candidate, their choices to accept or decline health coverage, or any other non-job-related reason. Hours worked in more than one student position will be combined toward the 50-hour maximum. Student employees may work full-time during the interim period between the fall and spring semester. In accordance with the Fair Labor Standards Act (see System Regulation 31.01.02, Fair Labor Standards Act), as non-exempt employees, student employees are eligible to be paid overtime for hours worked over 40 in a workweek should the occasion arise.
3. For work eligibility during a summer term, a graduate student must be enrolled for at least three graduate semester credit hours for the summer term; be admitted for the fall semester; **or** have been enrolled as a student the prior semester/term and have a reasonable expectation of returning the next term or semester. A student who graduates mid-month may continue to work as a graduate student until the end of that month.
4. Graduate Assistants—Teaching's primary responsibility is to teach formally organized University courses; additional qualifications are required. The teaching assistant must:
 - a. agree to participate in systematic, in-service training, and
 - b. have earned at least eighteen (18) semester hours of graduate credits in the teaching field. Teachers of physical education activity courses and developmental courses, however, are exempted from this requirement.
5. A graduate student employee who holds a position for which student status is required for employment is eligible to participate in group insurance programs but is ineligible for retirement benefits or holiday pay.
6. Appointment of graduate assistants to one or more of the titles listed shall be in accordance with guidelines established by the College of Graduate Studies and the Office of the Provost and Executive Vice President of Academic Affairs. Unlike student workers, graduate assistants are appointed on a half time (50%) effort and are eligible for certain benefits as employees of The Texas A&M University System.

B. Graduate Student Classification Descriptions

The following classification descriptions apply to graduate students only and, with the criteria outlined above, are intended to provide general information only and are not intended to be exhaustive, or prescriptive. Rates of pay for graduate student job titles are listed in Section C.

1. Category: Graduate Assistant –Teaching

- a. Graduate Assistant–Teaching I (*Job Code U9017*) – Students appointed to this category are those who have primary classroom teaching responsibilities and teach *less than* six semester credit hours. They serve as instructors of record of a formally organized course with the responsibility for assigning final grades. **(Appointments are for 9 months only and generally begin September 1st and end May 31st.)**
- b. Graduate Assistant–Teaching II (*Job Code U9018*) – Students appointed to this category are those who have primary classroom teaching responsibilities and teach *six semester credit hours or more*. They serve as the instructor of record of a formally organized course with the responsibility of assigning final grades. **(Appointments are for 9 months only and generally begin September 1st and end May 31st. Summer session may be contracted with approval of the Provost and Executive Vice President of Academic Affairs.)**

2. Category: Graduate Laboratory Assistant - These graduate students are employed primarily in a capacity as teachers. Their judgment and expertise is necessary to meet the stated objectives of the classes they teach, and their input influences the final grades given to enrolled students.

- a. Graduate Laboratory Assistant I (*Job Code U9021*) – (Applies to Science Labs.) Each laboratory taught will equal 75% effort. The primary responsibility is teaching. Students appointed to this title assume responsibility for delivering instruction to undergraduate students in a laboratory setting. They have the responsibility for the management and operation, including instruction, of the laboratories on campus. They are the teachers of record for each laboratory assignment. Any other responsibilities assigned would be administrative and directly related to the teaching responsibilities. The graduate assistant does not assign the final course grade but would be responsible for the grade for the laboratory component of the course. The final grade is usually determined in collaboration with the faculty member supervising the laboratory assignment. **(Appointments are for 9 months only and generally begin September 1st and end May 31st.)**
- b. Graduate Laboratory Assistant II (*Job Code U9022*) – Students appointed to this title will teach labs in laboratory classes *other than science*. Four labs will equal one three semester credit hour assignment. The students assume responsibility for instructing undergraduate students in a laboratory setting. They may be listed as the teacher of record for each laboratory taught. Planning for instruction is done collaboratively with the faculty or staff responsible for the course and as specified in the laboratory objectives as listed in the master syllabus. The primary responsibility is teaching as well as other academic administrative responsibilities. **(Appointments are for 9 months only and generally begin September 1st and end May 31st.)**

3. Category: Graduate Assistant–Special/Non-Teaching

- a. Graduate Assistant–Special Non-Doctoral (*Job Code U9008*) – Students appointed to this title are those who are assigned very special responsibilities under unusual circumstances. The rate of pay is commensurate with the job assignment and needs approval from the appropriate divisional Vice President. **(Appointment may be 9 or 12 months and begins on the date of hire.)**
- b. Graduate Assistant–Non-Teaching (*Job Code U9019*) – Students appointed to this title have the responsibility for assisting professors and other University personnel in various program and/or administrative assignments. ***This position is a non-exempt position,*** is paid on a bi-weekly basis, and timesheets must be submitted to payroll for hours worked **(Appointment may be 9 or 12 months and begins on the date of hire.)**

4. Category: Graduate Research Assistant - All students appointed to this category are those who are engaged in faculty-supervised research project(s.) This research may be, in part, used to meet thesis requirements for the master's degree. However, increasingly, as students are encouraged to engage in research activities unrelated to an actual final thesis, they may be in team research with other students, with their professor, or any other type of research deemed appropriate by the employing department or office.

- a. Graduate Assistant–Research I (*Job Code U9005*) – Half of the position will involve research for faculty, staff, or their own research for thesis; and the other half will involve other duties as assigned **(Appointment may be 9 or 12 months and begins on the date of hire.)**
- b. Graduate Assistant–Research II (*Job Code U9006*) – All duties are research (defined as any laboratory, computer or other scientific manipulation of materials or data to gain information for university decision making, reporting, publication, or discovery). Additionally, may be conducting their own research associated with the completion of a thesis or dissertation **(Appointment may be 9 or 12 months and begins on the date of hire.)**

5. Category: Graduate Assistant–Doctoral

- a. Graduate Assistant - Special Doctoral (*Job Code U9007*) Students assigned to this title must be a graduate student who has been accepted into the Educational Leadership Doctoral Program. Students assume responsibility for assisting with material collection pertaining to literature reviews; accumulating, entering, and manipulating data related to research activities; assisting with the development of grants; preparing classroom instruction materials; and organizing or coordinating various meeting, conferences, committee activities, comprehensive examinations, and test preparation workshops **(Appointment may be 9 or 12 months and begins on the date of hire.)**
- b. Graduate Assistant (Research) – Doctoral Level (*Job Code U9010*) – All duties are research (defined as any laboratory, computer or other scientific manipulation of materials or data to gain information for university decision making, reporting, publication or discovery.) Additionally, they may conduct their own research associated with the completion of a thesis or dissertation. **(Appointment may be 9 or 12 months and begins on the date of hire.)**

C. Job Profiles and Pay Scales for Graduate Student Employment

Effective September 1, 2023

Job Profile	Job Code	FLSA Status	Hourly Rate	Monthly Rate	Annual Work Period
Graduate Assistant - Non-Teaching	U9019	Non-Exempt*	\$15.00	\$1,300.00	9 or 12 mo.
Graduate Laboratory Assistant I	U9021	Exempt	\$17.95	\$1,555.67	9 mo.
Graduate Laboratory Assistant II	U9022	Exempt	\$17.95	\$1,555.67	9 mo.
Graduate Teaching Assistant I	U9017	Exempt	\$17.95	\$1,555.67	9 mo.
Graduate Teaching Assistant II	U9018	Exempt	\$19.23	\$1,666.60	9 mo.
Graduate Assistant - Research I	U9005	Exempt	\$17.95	\$1,555.67	9 or 12 mo.
Graduate Assistant - Research II	U9006	Exempt	Negotiable		9 or 12 mo.
Graduate Assistant - Special Doctoral	U9007	Exempt	Negotiable		9 or 12 mo.
Graduate Assistant - Special Non-Doctoral	U9008	Exempt	Negotiable		9 or 12 mo.
Graduate Assistant (Research) - Doctoral Level	U9010	Exempt	Negotiable		9 or 12 mo.

**In accordance with the Fair Labor Standards Act (see System Regulation 31.01.02, Fair Labor Standards Act), as non-exempt employees, students employed in a non-exempt position are eligible to be paid overtime for hours worked over 40 in a workweek should the occasion arise.*