

**Memorandum of Administrative Policy  
Graduate and Undergraduate Teaching/Research Assistants**

**Area:** Academic Affairs

**Section:** Faculty Appointment

**Number:** 02.A.02 AP

**Purpose**

The University of Houston-Clear Lake provides several categories of student employment which provide assistance to faculty and students. To be considered for student employment, the student must be currently enrolled and be making satisfactory progress toward a degree.

**Categories of Employment**

1. Graduate Teaching Fellows

Graduate Teaching Fellows are graduate students who have primary responsibility for instruction and work under the direct supervision of a faculty member. Graduate teaching fellows must submit the same documentation for employment as adjunct faculty and may be listed as instructor of record. Graduate Teaching Fellows will not be assigned as instructors of record in an undergraduate course until they have earned a master's degree or its equivalent or have completed 18 graduate semester credit hours in the teaching field. Students so employed qualify for out-of-state tuition waivers for each semester they are employed at 0.50 FTE. Funding for this category should come from faculty salary budgets.

2. Graduate Teaching Assistants

Graduate teaching assistants are graduate students who spend at least 50 percent of the

time of their appointment in direct instructional contact with students and work under the direct supervision of a faculty member. Students employed as GTAs qualify for out-of-state tuition waivers for each semester they are employed at 0.50 FTE. Funding may come from faculty salary budgets.

### 3. Core Course Teaching Assistants

Core Course Teaching Assistants are graduate or undergraduate students who assist Core Curriculum faculty in providing instruction for large lecture classes of 60 or more students. They perform duties defined by the instructor under direct supervision. The purpose is to provide supplemental instructional support and allow students to gain introductory insight into preparing college-level course content. Funding may come from faculty salary budgets.

### 4. Instructional Assistants

Instructional assistants may be graduate or undergraduate students who perform duties directly related to the development of course materials, grading, and other course-related responsibilities under a faculty member's supervision. Instructional assistants are not eligible for out-of-state tuition waivers. Funding should come from departmental operating expense budgets.

## **Qualifications for Appointment and Selection Process**

1. To be eligible for an assistantship, graduate students must be degree seeking and be enrolled in a minimum of three hours of coursework or three hours in a degree completion option each long semester during the period of appointment. Undergraduate students must also be degree seeking and must be enrolled in a minimum of nine hours of coursework each long semester during the period of appointment. Students employed during the

summer must be enrolled for a minimum of three hours during the summer session.

International applicants for the Graduate Teaching Fellow or Graduate Teaching Assistant positions who hold F-1 or J-1 visas and/or are non-native speakers of English must demonstrate competent communication skills in English for successful instruction in the classroom to the appropriate college personnel.

2. Selection of student assistants must follow a process of application and screening by appropriate college personnel. Additional related procedures may be established by the college.

### **Revision Log**

Revision Number: 1, Approval Date: 03/12/1998

Revision Number: 2, Approval Date: 2010

Revision Number: 3, Approval Date: 04/18/2018

### **Approval**

Approved by University Council:

*April 18, 2018*

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**Date**