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I 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.

II Categories of Employment Categories of employment include:

A. 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 (i.e. having full responsibility for a 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 of student employment should come from faculty salary budgets.

B. 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. Graduate teaching assistants work under the direct supervision of a faculty member. Students employed as graduate teaching assistants qualify for out-of-state tuition waivers for each semester they are employed at 0.50 FTE. Funding for this category of student employment may come from faculty salary budgets.

C. Core Course Teaching Assistant

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. These students perform under a faculty member's direct supervision those duties related to the course to be defined by the instructor. The purpose of a Core Course Teaching Assistant opportunity is to provide faculty with supplemental support and allow students to gain introductory insight into the process of preparing class content for a college-level course. Funding for his category of student employment may come from faculty salary budgets.

D. Instructional Assistants

Students in this category may be graduate or undergraduate. These students perform under a faculty member's direct supervision those duties directly related to the development of course materials, grading and related duties of the course. Instructional assistants are not eligible for out- of-state tuition waivers. Funding for this category of student employment should come from departmental operating expenses budgets. Faculty salary budgets must not be used to support this category of student assistant.

E. Research Assistants

Students in this category are graduate or undergraduate students who are engaged in research activities under the direction and supervision of a principal investigator. Students in this

employment category are eligible for out-of-state tuition waivers for each semester they are employed at 0.50 FTE. Research assistant students are paid from research budgets.

III Qualifications for Appointment and Selection Process

A. To be eligible for an assistantship, graduate students must be degree seeking and be enrolled in a minimum of three hours coursework or three hours in a degree completion option each long semester during the period of appointment. Undergraduate students must also be degree seeking. They 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 communications skills in English for successful instruction in the classroom to the appropriate college personnel.

B. 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.