



# GRADUATE SCHOOL

## TEXAS WOMAN'S UNIVERSITY

# Graduate Assistant Fact Sheet

### Types of Graduate Assistantships

- Graduate Teaching Assistant (GTA)
- Graduate Assistant (GAS & GAW)
- Graduate Research Assistant (GRA)

### General Criteria for Appointment (GTA, GAS, GAW & GRA)

- Must be admitted to the Graduate School.
- Must be in good academic standing.
  - A student who is on scholastic probation may not hold a graduate assistantship.
- A student employed full-time in any position can't be appointed as a GTA.
- A student is not permitted to hold a graduate assistantship concurrently with an assistantship at any other college or university.
- Out of state students with an assistantship may be eligible to complete an [In-State Tuition form](#).
  - Please review the [Graduate Catalog](#).
- International students must demonstrate English speaking proficiency to hold a GTA position.
  - Please review the [Graduate Catalog](#) for acceptable scores.
- International students must also follow the guidelines for [International Student and Scholar Services](#).

### Special Criteria for Graduate Teaching Assistants (GTA)

- Student should have earned at least 18 semester credit hours of graduate credit in teaching field.
- Preferably, the student will have had teaching experience in the specialty area.
- Student whose primary language is not English should have demonstrated proficiency in English as described in the [Graduate Catalog](#) and as mandated by the Texas Higher Education Coordinating Board.

### Work Load

For the academic year:

- Full-time GA (.50 FTE) – 6 work units or 20 contact hours a week, requires enrollment in 5 graduate semester credit hours.
- Half-time GA (.25 FTE) – 3 work units or 10 contact hours a week, requires enrollment in 5 graduate semester credit hours.

### Course Load

- Fall/Spring minimum course load: 5 semester credit hours
  - Fall/Spring maximum course load: 12 semester credit hours
  - Fall/Spring recommended course load: 9 semester credit hours
  - Fall/Spring minimum course load: 3 semester credit hours for Thesis/Dissertation.
- \* For exceptions for students working on their dissertation/thesis/professional paper/recital, please review the [Graduate Catalog](#).

Summer students will be hired for the period of 6/1 through 8/31.

- Summer .50 FTE minimum course load: 5 semester credit hours
- Summer .25 FTE minimum course load: 3 semester credit hours

### Hiring Process

Students should consult their departments of study concerning the availability of assistantships. Students may also consult Career Connections.

Students must fill out an [Application for Graduate Assistantships](#) and submit it to the head of the department in which the assistantship is sought.

\*Admission to the Graduate School must precede an appointment to a graduate assistantship

### Awarding Assistantships

Appointments are issued for an academic year (Sept. 1 – May 31), semester, or a summer session. Appointment dates follow the fiscal calendar:

Fall: September 1 through January 15  
Spring: January 16 through May 31  
Summer: June 1 through August 31

The number of years a student may hold an assistantship depends on the level of the degree program of the student:

- Master level: maximum appointment is 3 years
- Doctoral level: maximum appointment is 6 years

### Salary

Salary varies between colleges and between Master level students and Doctoral level students. Your department is responsible for preparing a personnel transaction form (PTF); however, GAs must be registered in order to obtain PTF approval.

- Master Level student [pay scale](#)
- Doctoral Level student [pay scale](#)

### Graduate Assistant Orientation

All assistants (new and returning) are required to attend training annually, usually just prior to or immediately after the start of the Fall semester. The Graduate School will send an email to departments with information for assistants to enroll in training sessions.

\*At this time, orientation remains virtual.

### In-Service, Supervision, & Evaluation

A GTA should receive regular in-service training, should be under the direct supervision of a faculty member, and should be regularly evaluated.

The evaluation process should include observation of the GTA in their teaching activity, participation in a post-observation conference, participation in the university teacher evaluation program, and formal evaluation by and communication with the head of the component or supervising professor.

### Standards of Conduct

All GAs hired are expected to follow [TWU's Ethics Policy for Employees](#) and are also bound by [TWU's Student Code of Conduct](#).

The administrator of the employing academic unit may dismiss a GA during the term of appointment under procedures established in the [Graduate Catalog](#).

### Insurance

Graduate Assistants who meet the following criteria will be eligible for health insurance benefits:

- GAs who work at least 20 hours a week
- GAs who have an appointment of 4.5 months or greater
- GAs who are not permitted to be members of the Teacher Retirement System of Texas solely because it is a condition of their employment that they are enrolled in graduate courses.

GAs who meet the criteria should contact the Human Resources Benefits Coordinator within 30 days of their employment.

\*Health Benefits for a new employee do not begin for 90 days.

### Rights & Responsibilities

A GTA has the right of access to all courses online, support teaching aids, and professional guidelines applicable to the teaching assignment. A GTA is responsible to maintain accurate daily records of attendance, grades, and correspondence pertaining to students within the class.

A GTA has the right to be notified of complaints made by students to the supervising professor and/or department administrator. The resolution of any complaints would ordinarily follow standard teacher-student channels.

A GTA is expected to participate in GTA meetings and departmental faculty meeting as appropriate. The GTA may be called upon to assist with registration and/or special activities planned by the department. It is expected that the GTA will abide by all university regulations and departmental policies.

**For more information:**

**<https://twu.edu/gradschool/graduate-assistants/>**

**Contact: [gradschool@twu.edu](mailto:gradschool@twu.edu)/940-898-3415**

