Greetings from the College of Education and Human Development at The University of Texas at San Antonio!

Welcome to The University of Texas at San Antonio’s College of Education and Human Development! We are excited that you have chosen to participate in the educational, research and developmental opportunities available through our college. We are convinced that your choice will benefit you both intellectually and personally. You now have a unique opportunity to work with a committed team of accomplished professionals in an effort to affect education at the regional, national, and international levels.

First, and foremost, we understand that as a student in the College of Education and Human Development you will be focused on achieving success through your own studies and research. Therefore, to assist you in your trek toward success, this handbook is provided to you to outline both your assignment as a Graduate Assistant and answer many of the preliminary questions you might have concerning qualifications, tuition rates, pay periods, and supervision. In addition, this handbook includes pertinent information regarding state and national polices ethical behavior, drugs, smoking and discrimination in the workplace. Please read carefully through this material. It is important for you to understand the policies detailed in this presentation so your experience with the college is free of possible infractions.

Through a thorough understanding if the information contained in the handbook, we are confident that your experiences with the College of Education and Human Development will be positive. However, please recognize that your success at UTSA, both as a student and employee, is ultimately linked to your personal awareness of and adherence to the policies described therein. To that end, you may find the questions about the college policies and procedures periodically surfaces as you pursue your duties. Please feel free to email, call or stop by the Office of the Dean for assistance on clarifying these matters. Rest assure that we are always willing to aid in your enhancing your graduate position with the college.

Page Smith, Assoc Dean for Graduate Studies
Students appointed to the following job titles require enrollment as a student without exception:

A. **Graduate Assistants (GA):** Are limited to total employment of 19 hours per week and are paid on a monthly basis. Enrollment for at least six hours for each long session and a total of three hours for summer sessions is required for this title. The primary duty of a graduate assistant is to assist with faculty or administration on assigned projects not directly related to research. This title does not qualify the student employee for resident (in-state) tuition.

C. **Graduate Research Assistants (GRA):** Are limited to total employment of 20 hours per week. Appointments for fewer than 20 hours per week should be on an hourly basis. Enrollment for at least six hours for each long session and a total of three hours during the summer sessions is required for the title of graduate research assistant. The primary duty for the graduate research assistant is to assist faculty members or research staff on assigned research projects. This title qualifies the student for resident (in-state tuition).

E. **Appointments:** An electronic assignment will be established in the Human Resource Management System (HRMS), and must be used to appoint all non-classified student employees. All non-classified student employees must be paid within the established salary range for the title. Concurrent assignments are not guaranteed with all positions, and the student’s appointment is limited to 19/20 hours.

1. Benefits: All non-classified student employee positions appointed for 20 hours per week and for four and one-half months or longer will be eligible for a supplemental pay and employee group insurance coverage, provided you continue your enrollment as a full time student (taking 9 hours in the Fall semester, 9 hours in the Spring semester, and 3 hours in the Summer semester), and you are appointed to a teaching assistantship or research assistantship. If you meet the two afore mentioned criteria, this additional compensation may be used to cover living expenses, the cost of student health insurance, to partially cover your cost of premium sharing (provided you are benefits-eligible) and/or any other expenses you may have. Please note that the receipt of this additional fund may hinder you from
obtaining other sources of financial aid. You should check with the Office of Student Financial Aid to see if your financial aid award needs to be adjusted. Such employees are not eligible for vacation, sick leave, holidays, or retirement.

2. Resident Tuition Rates: The Texas Education Code, section 54.063, states that students employed as teaching or research assistants at least one-half time by any public institution of higher education in a degree program-related position with an effective date of employment on or before the official census date of the relevant term(s), may pay the same tuition while attending the employing institution as a resident of Texas for themselves, their spouses, and their dependent children, regardless of the length of residence in the state. The institution, which employs the students, shall determine whether the students' jobs relate to their degree programs.

The terms "research assistant," as used in this section, are not intended as titles of positions that determine the entitlement of nonresident student employees to a waiver of nonresident tuition at institutions of higher education but are intended to describe the academic positions of the student employees who are entitled to such a waiver under Chapter 54, section 54.063, Texas Education Code.

3. Pay Periods: Academic Year: September 1 – August 31

**GA Assignments:**
- Fall Semester: September 1 – Mid December
- Spring Semester: January 16 – Mid May
- Summer Semester: Contingent upon funding

**RA Assignments:**
- Fall Semester: September 1 – January 15
- Spring Semester: January 16 – May 31
- Summer Semester: June 1 – August 31
4. Renewals of Appointments: Renewal of appointments is not automatic. Reappointments are based on the availability of funds, department determination of satisfactory performance and department needs. Students may apply for reappointment through their respective departments. Students must meet departmental guidelines and deadlines for application. Graduate assistants, who fail to meet eligibility requirements, may be denied renewal.

5. Assignments and Supervision: Departments employing graduate assistants conduct the regular supervision and evaluation of the graduate assistant's performance. Departments must provide the graduate assistant, the Department Coordinator, and Alicia Steeves, Senior Admin Associate a written description of the duties the graduate assistant is expected to perform at the time the position is offered. Generally, the duties performed by the graduate assistant are to be congruent both with educational level of the student and the category of assistantship. Graduate assistants should not routinely be assigned menial tasks. Assignment will not be entered into HRMS until notification is received from the faculty supervisor indicating that they have met with the student and have an assignment starting date.

6. Employment Appointment/Academic Standing: In accordance with UTSA Handbook of Operating Procedures, Chapter 4. Personnel General Section, 4.9 Student Employees, Paragraphs 3C and 3E, Qualifications and Limitation for Non-Classified Student Employee Titles:

a. Graduate Research Assistants are limited to an employment total of 20 hours per week. Assignments for less than 20 hours per week will be paid on a monthly basis. Enrollment for at least 6 hours for each long session and total of 3 hours during the summer sessions is required for the title of Graduate Research Assistant. The primary duty for graduate research assistants is to assist faculty members on assigned research projects. STUDENTS MUST ALSO BE IN “GOOD” ACADEMIC STANDING AND HAVE MAINTAINED A 3.0 GPA.
b. Graduate Assistants are limited to an employment total of 19 per hours per week and are paid on a monthly basis. Enrollment for at least 6 hours for each long session and a total of 3 hours for summer sessions is required. The primary duty of a graduate assistant is to assist faculty and administration on assigned projects not directly related to research. This title does not qualify the student for resident (in-state) tuition. STUDENTS MUST ALSO BE IN “GOOD” ACADEMIC STANDING AND HAVE MAINTAINED AT 3.0 GPA.

c. It is the responsibility of the GA/GRA to notify Alicia Steeves in the Dean’s office at 210-458-7470, if you are unable to meet the required enrollment hours at any time during the semester, i.e. if you drop a class, or are academically dismissed, or withdrawn, from UTSA. Be advised that your appointment will be immediately terminated if you drop below the enrollment requirements. Hence, your appointment will be terminated according to your ineligibility date; therefore, there exists the possibility that you will have to pay back any funds received beyond your accrued hours.

7. Holidays and Time Off: As with all USTA employees, you will be paid for days when the university is officially opened. UTSA is open even though students are “off” and faculty and members may not be available. You are expected to put in your regular hours during this time. Graduate assistants do not earn vacation hours or accrue sick time. All Graduate Assistants may observe the University holiday schedule when offices are closed. Graduate assistants who hold academic year assignments will work while classes are in session.

a. UTSA’s Official Holidays are as follows:

<table>
<thead>
<tr>
<th>Labor Day</th>
<th>Christmas Holiday</th>
<th>Martin Luther King , Jr. Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thanksgiving Holiday</td>
<td>New Years</td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>
b. During extended breaks or if the faculty member(s) with whom you are working is/are not going to be here, consider these steps when requesting your required time:

- Ask for advance work assignments
- If you can, work for more than one faculty member for additional work
- Check with whoever supervises GA’s and RA’s in your department for any other assignments.
- Check with the department office for assignments

c. If you anticipate on taking a few days off, you must coordinate with your supervisor and Alicia Steeves with the specific dates you will be out. You must also indicate on how you plan on making up the time.

d. If you are absent due to sickness, injury, or pregnancy and confinement; you should contact your immediate supervisor, or Alicia Steeves at the earliest practical time. If you are out due to illness for more than 3 days you should provide a doctor’s statement releasing you back to work. During any extended absence you will be placed on a Leave of Absence.

e. If it is discovered that that you have taken an extended amount of time off without prior coordination, you risk termination from your assigned position.

8. Submission of Timesheets on time is MANDATORY! Timesheets are due in the Dean’s office NO LATER THAN THE 30th OF EACH MONTH. Timesheets are available on the COEHD web page. All timesheets must be typed. No hand written
timesheets will be accepted and ensure that your timesheets are turned in a timely fashion. Make certain that you complete the required number of hours. A block at the top of your timesheet indicates the number of yours you will be required to work each given month. Do not leave your timesheets in the Departments and rely on the admin staff to turn in your timesheet for you. Late submission requires that you meet with Alicia Steeves to explain any legitimate or extenuating circumstances as to why your timesheet was late. **Any late submission of timesheets will result in one written warning; second offense will result in termination.**

9. In an attempt to justify your current position, the dean requires that each GA/RA log hours indicating the times and/or the specific projects completed during each time period. Your supervisor must sign the timesheet. If assignments are not logged in or signed, the timesheets will be returned for proper annotations.

D. **Resignation/Termination Before End of Appointment:** Graduate assistantship appointments are contingent upon and subject to satisfactory performance of assigned duties as determined by the appointing unit. Appointments may be terminated for cause before their expiration under certain conditions. Before termination for unsatisfactory performance, graduate assistants must receive from their immediate supervisors’ written notice of specific deficiencies in performance, as well as detailed suggestions for improvement. Graduate assistants should receive at least two written warnings with adequate opportunities in between to improve. Department Coordinator should be involved in this process. If unacceptable performance continues, this will result in immediate termination.

1. **Termination before end of appointment:**
   - Appointee fails to perform services satisfactorily or violates laws or University Regulations, which in the judgment of the University, affect duties or services performed by the appointee; or
   - Appointee violates provisions of Agreement/Appointment; or
   - Failure of submission of monthly timesheets
   - Appointee fails to maintain good academic standing (3.00 minimum GPA); or
   - College funds cease to be available for graduate assistantships.
2. **Resignation:** A graduate assistant may voluntary resign. Written notification must be submitted to supervising faculty and a courtesy copy sent to Alicia Steeves in order to determine the last working day through which the graduate assistant is entitled to pay.

E. **Expectations:** The following is a set of policies on assignments that assistants may and may not be asked to do, and may be under the supervision of the Department Chair or the Graduate Advisor of Record and will be responsible for carrying out these policies.

1. **GA’s/RA’s may be assigned in this priority order to:**

   - Work on appropriate projects with a tenure track or tenured faculty member who is a Member of the Graduate Faculty.
   - Work on appropriate projects with a tenure track or tenured faculty member who does not hold Graduate Faculty membership.
   - Work on appropriate projects with non-tenure track faculty members who have appointments as Special Member of the Graduate Faculty.
   - Work on appropriate projects with non-tenure track faculty members who do not hold Graduate memberships.
   - Work with staff members in ways that support the work of faculty members (This assignment would be under the supervision of a faculty member any may, in the judgment of the supervisor, be given higher priority in cases of emergency).
2. **Appropriate Projects for GA’s/RA’s include:**

   a. Work Related to the faculty member’s teaching
      1) Library work
      2) Computer work
      3) Materials Assembly

   b. Work related to the faculty member’s non-funded research:
      1) Library work
      2) Computer work
      3) Data collection within reasonable range of UTSA’s campuses
      4) Data analysis
      5) Preparation of portions of research reports
      6) Editing/proofreading of research reports
      7) Participation in presentations within reason as judged by the supervisor.

   c. Work related to the faculty member’s unpaid service to the department, college, university, profession, or community (the latter two when the services is UTSA related):
      1) Library work
      2) Computer work
      3) Materials assembly or preparation
      4) Materials delivery within reasonable range of UTSA campuses
      5) Work that, in the judgment of the supervisor (department chair or GAR), is appropriate.
3. Projects which are NOT considered appropriate for GA’s/RA’s include:

   a. Work on faculty member’s funded research or service project (The funding arrangements should include money to pay for separate GA/RA in such projects).

   b. Work on a project that will result in financial profit to the faculty member.

   c. Work on “personal” projects of the faculty member (This would include, as an example, driving the faculty member to a place other than the location where both the faculty member and the GA/RA will be doing any of the above tasks).

   d. Work that involves “just being there” for personal services (This would include, as an example, being in the faculty member’s office to answer the telephone).

   e. Doing Clerical tasks such as filing (but this may be overridden in cases of necessity by the supervisor).

   f. Teaching a class for the faculty member, unless the GA/RA is a doctoral student and the class is at the undergraduate level.

   g. Work that, in the judgment of the supervisor (department chair or GAR), is inappropriate.

   h. No grading or inputting final grads in ASAP.

   i. No assisting with advising.
4. Please note the following:

a. As part of the process of gaining tenure and/or promotion, faculty members must do research, prepare research articles, write books or book chapters, edit books, and be professionally creative. When any of these is done with financial support or when the project will result in financial profit to the faculty member (for example, book royalties), it is basically inappropriate for a GA/RA to help with the project. However, since part of the reason for doing these projects is that the university requires it stated above, it is appropriate for a GA/RA to assist in limited ways. When this is done, the GA/RA should be given appropriate credit (such as recognition in the credits for a book or a footnote in an article).

b. With respect to classes taught by the faculty member involved, a GA/RA should not be asked to teach a class except as in item 6 above. It would be proper for the GA/RA to assist in a multimedia presentation (for example) with the faculty member remaining in charge of the class. A master’s level GA/RA should not be asked to monitor a test for a graduate class; on the other hand, this would be all right for an undergraduate class if the GA/RA “feels comfortable” doing so.

c. Related to the term “within reason” used above, when a GA/RA is asked to travel to sites for data collection (for example) the faculty member should take the GA/RA there or at least pay for the cost of the travel. In addition, travel should not be required if it involves a large amount of time or long distances – the primary reason is that GA’s/RA’s are FIRST students, and SECOND employees, and the necessarily have tight schedules to meet. It is also not “within reason” that a faculty member would require a GA/RA to be at any given location at a time when that student is expected to be in class.

d. As a first general principal, GA’s/RA’s should be expected to do only work that the faculty member would do if an assistant were not available.
e. As a second general principle, the work that a GA/RA does should make a contribution to the knowledge or skill repertoire of the GA/RA.

f. As a final general principle, the relationship between the faculty member and a GA/RA should be that of colleagues working together to accomplish important tasks. The responsibility for maintaining such a relationship is mutual, but the faculty member has the greater share of the responsibility.

F. **Ideal Assistants:**

- Are careful and thoughtful
- Familiarize themselves with their supervisor’s work, methodologies, research interests, and teaching skills.
- Set up an initial meeting with their supervisor and inquire about his/her availability, skills and strengths, expectations, policies, ability to communicate and the teaching and learning objectives.
- Make the time they spend with their faculty supervisor meaningful:
  - Arrive to appointments on time.
  - Submit work promptly.
  - Come to meetings prepared with specific goals, questions, and tasks they would like to accomplish in that meeting.
- Communicate regularly:
  - Inform their supervisor at least once a month about the progress or concerns regarding their assignments.
  - Inform their supervisor of any changes in schedules.
  - Inform their supervisor of any additional training or experience they need to accomplish their goals and advice to reach them.
Clarify expectations pertaining to:
- Frequency of meetings.
- Preparations for meetings.
- Submission and evaluation of work.
- Policies on work hours and University holidays.
- Policies on academic conduct and integrity.
- Policies on collaborative issues such as ownership, sharing data, attribution of contribution, to research, copyrights, and patents.

Are proactive in their interactions with supervisors:
- Ask their supervisor for information or advice on workshops, colloquia, conferences, seminars, and job opportunities that will enhance their professional interest and development.

Follow their supervisor’s advice:
- Read the literature, listen to advice and follow through on their supervisor’s suggestions.

G. Required Reading Documents in Conjunction with Employment at UTSA. All Required Reading Documents can also be accessed through the following link: http://utsa.edu/hr/employment/newemployeereadingdocuments.html

- Excerpts from current Appropriations Bill
- Drug Free Schools & Communities Act
- Policy on Drugs and Alcohol / Policy on Smoking
- HIV, AIDS and the Workplace
- Discrimination and the Law
- Understanding Harassment
Conflicts of Interest Policy: http://www.utsa.edu/hop/chapter4/4-31.html. After reading the Conflict of Interest Policy, please print the Conflict of Interest Policy Acknowledgement Form, obtain required signatures and turn in to Alicia Steeves, in the Dean’s Ofc. In the event you have difficulty obtaining these documents, contact HR at 210-458-4250 for assistance.

H. Compliance Training – Employee Instructions. This training must be completed within 30 days of your assignment appointment date. As an employee of UTSA, your contribution to the university’s mission is valued and UTSA is committed to providing you with training and resources on compliance issues that may impact your job. Each year, UTSA required that employees complete Compliance Refresher Training. This training provides employees with general compliance information as well as any updates or changes that have taken effect throughout the past year. Please make every effort to complete the training by the date indicated. Training and Development highly recommend that you use the Mozilla Firefox browser to view the online course. To access your Compliance Refresher training Course, on or off campus, please these instructions:

1. Click this link: Go to My Training https://mytraining.utsa.edu/moodle/
2. Or navigate your browser to http://mytraining.utsa.edu/ and click “Online”
3. Enter your Network ID username, and password.
4. Read all the information, there will be a quiz you must pass (with a minimum of 80%) to receive credit.
5. Be sure to complete all lessons before your due date
6. You do not have to complete all of the training at one
7. Once you have finished, return to the homepage and verify your completion by checking the “Courses Complete” box, or review our training history.
8. You must PRINT COMPLETION CERTIFICATE and SUBMIT to Alicia Steeves in the Dean’s Office.
I. “myUTSAmail” Account:

1. This email account will be the primary source of communication between the university and you, the student. If you would like the University to communicate with you via a personal email, you can request it on ASAP.
2. Your myUTSA ID will also be your login for Student Labs, Lab Print Stations and usage of Air Rowdy (Free Wireless Internet) on campus.
3. You must also activate this computer logon account before being granted access to any SCS computer system.
4. Visit any of the lab Help Desks for further information or to activate your account.
5. Your UTSA Card displaying the Banner system student number will speed the processing of your lab account. This account will also allow access to UTSA’s Wireless Network.

J. PARKING: Students assigned as GA’s are not offered Faculty Parking passes, and therefore must assume all expenses and responsibilities for parking arrangements. Those students assigned as Graduate Research Assistant’s (GRA) are eligible for Faculty/Staff B parking permits with at least a 20-hour appointment. Faculty/Staff B parking authorization letter is issued upon request, see Alicia Steeves.

K. TIMESHEETS: Graduate Assistant and Graduate Research Assistants must fulfill the required amount of hours, annotate tasked worked on for the month, and turn in a Monthly Time Sheet. The following is an example of the time sheet that you will fill out. The timesheet is required to be submitted at the end of each month with both you and your supervisors signature. Timesheets are available on college web page: http://education.utsa.edu/current_students. Timesheets must be typed, no hand written timesheets will be accepted.
### September Time Sheet

<table>
<thead>
<tr>
<th>Day</th>
<th>Time In</th>
<th>Time Out</th>
<th>Total Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9/3/2012</td>
<td>12:00</td>
<td>3:00</td>
<td>3:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9/4/2012</td>
<td>12:00</td>
<td>3:00</td>
<td>3:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9/5/2012</td>
<td>12:00</td>
<td>3:00</td>
<td>3:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>9/6/2012</td>
<td>12:00</td>
<td>3:00</td>
<td>3:00</td>
</tr>
<tr>
<td>Friday</td>
<td>9/7/2012</td>
<td>12:00</td>
<td>3:00</td>
<td>3:00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>19:00</td>
<td>19:00</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
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</tr>
</tbody>
</table>

**Total Hours Required:** 19:00

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### Graduate Assistants

**Time Log**

To the graduate assistant: Please, log in the hours you are working and the work accomplished during each period. Be sure to turn in this log sheet with your time card.

<table>
<thead>
<tr>
<th>Date Work was Done</th>
<th>Descriptions of Work Done</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 4 – 7, 2012</td>
<td>searched/viewed videos/searched grant information; examined grant guidelines; compiled presentation; edit manuscript for publication; literature review; enter evaluations; proofread manuscript; data entry; write up of research findings; presentation preparation; reference check; edit/review procedure does; article review/editing; article search; transcription; coding; final article review/edit; group meetings; data analysis/graphing; organized code data;</td>
</tr>
<tr>
<td>Sep 10 – 14, 2012</td>
<td></td>
</tr>
<tr>
<td>Sep 17-21, 2012</td>
<td>retrieve articles; book charts; equation documents; check sources on lit review; orientation outline; journal club; compile class data base; policy articles; scanning pdfs for class research database; research database citations; SI/article search;</td>
</tr>
<tr>
<td>Sep 24 – 28, 2012</td>
<td>research; summary of article; installation/work with Endnote; survey of articles; literature review; organizing materials for research; begin research</td>
</tr>
</tbody>
</table>

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**Signature**

**Date**

**Supervisor’s Signature**

**Date**