

Graduate Assistantship Agreement

UTSA Graduate School

Congratulations on accepting a Graduate Assistantship at UTSA. We hope that your experience as an assistant rewards you with valuable skills and knowledge for your future endeavors and wish you great academic success. Therefore, we request that you continuously adhere to the Student Employment guidelines found in the Handbook of Operating Procedures, which is available for viewing on the UTSA Human Resources website (<http://www.utsa.edu/hr/>).

TYPES OF GRADUATE ASSISTANTSHIPS

**Graduate Assistants**

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.

**Graduate Research Assistants**

The primary duty for the graduate research assistant is to assist faculty members or research staff on assigned research projects.

**Teaching Assistants**

The primary duty of a teaching assistant is to provide instructional service at the undergraduate level. All duties performed by a teaching assistant shall be under the supervision and direction of designated regular faculty. Teaching assistants are subject to the Regents' *Rules and Regulations*, the UTSA Handbook of Operating Procedures, and the college in which they hold employment. Concurrent appointments for teaching assistants are discouraged. However, with proper and sufficient approval, a student may concurrently hold more than one appointment so long as the total number of hours worked does not exceed 20 hours per week.

TERMS AND CONDITIONS OF GRADUATE ASSISTANTSHIPS

You must maintain Academic Good Standing. Earning a GPA below 3.0 for any semester will result in Academic Probation, and receiving a grade of F in any semester will result in Academic Dismissal, both of which will render you ineligible for your student position. It is highly recommended that you remain well informed about your current academic standing.

Your Graduate Assistantship may not exceed 20 hours per week.

You must be enrolled for a minimum of six hours in the Fall and Spring semesters and three hours in the Summer semesters during your employment. Failure to comply with this policy at any time during the semester will terminate your title as a *student* employee. If your assistantship is terminated, the hiring department has the option of converting your appointment to a non-student classification for the remainder of that semester only.

ACCEPTANCE OF TERMS CONDITIONS

I understand and accept the conditions stated above pertaining to *Academic Standing*, *Maximum Number of Hours per Week*, and *Minimum Enrollment per Semester* and will comply with these policies throughout the semester of employment. I have also been made aware of the Handbook of Operating Procedures.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date